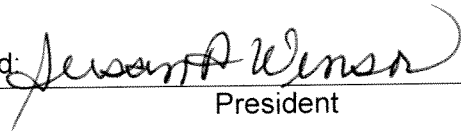


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	TRAVEL AND SUBSISTENCE REIMBURSEMENT	Procedure Number: 6-4-101.1
Institutional Authority:	President	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	6-4-101	

Approved: _____


President

Date

Adopted: 07/01/2004

Date

Revised: 03/10/2008

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

1. Reimbursement for authorized travel and subsistence expenses must be requested on the Reimbursement Request for Travel Expenses Form. This form is available electronically at <http://arc/forms/default.htm>.
2. Reimbursement request must be submitted within thirty (30) days after completion of travel or prior to fiscal year closing, whichever comes first. Reimbursement may not be submitted until after the travel has occurred.
3. When all appropriate signatures have been obtained, the reimbursement request is to be forwarded to Accounts Payable for audit and payment.
4. Please refer to the website of the South Carolina Comptroller General for complete travel regulations, <http://www.cg.state.sc.us/info/disbregs/travel.htm>; however, some of the more common rules are listed below.
 - a. No reimbursement will be made for meals within ten (10) miles of an employee's official headquarters and/or residence.

- b. No reimbursement will be made for overnight accommodations within fifty (50) miles of the traveler's official headquarters and/or residence.
- c. Method of determining subsistence will be listed on the second page of the Reimbursement for Travel Form.
- d. Time limitations for breakfast will not apply for overnight trips when returning early in the morning.
- e. Actual hotel/motel costs will be reimbursed for a single room rate of one-half (½) the cost of the double room rate if shared with another person.
- f. Except for meals and taxis, receipts for all expenditures must be attached to the voucher.
- g. Alcoholic beverages are not reimbursable.
- h. Meals purchased for vendors are not reimbursable.
- i. Guests from other agencies or Aiken Technical College may be taken to lunch when business is to continue after lunch, but ATC personnel, other than the employee or employees involved with the guest(s), are not to be included in the reimbursement.
- j. Travel should be coordinated to assure that staff and faculty members have an opportunity to take advantage of the transportation available.
- k. The President will expect specific justification prior to travel for any expected extraordinary expenditure.
- l. Gratuities are not an allowable reimbursement for State employees.
- m. Original receipts for lodging accommodations must be attached to the Travel Reimbursement Form before payment will be authorized. Original receipts for parking and all other expenses incurred must be attached.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
03/10/2011		