

**AIKEN TECHNICAL COLLEGE
POLICY**

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

Approved: *Jason Dwinster* President *Carlos Garcia* Commission Chairperson

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.

It is the policy of Aiken Technical College to reimburse employees for authorized travel and subsistence expenses incurred by employees in the performance of official College business. Travel, transportation, and subsistence at College expense will be authorized only when officially justified and by those means which meet State Government requirements consistent with good management practices. Reimbursement will be in accordance with applicable policies and procedures contained in the State Comptroller's Manual (Section 4.2.21.1 – Travel Regulations) in effect on the date of authorized travel. The complete State Travel Regulations are available on the website of the South Carolina Comptroller General at the following address <http://www.cg.state.sc.us/info/disbregs/travel.htm>.

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