

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

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

Approved:


President


Chief Business Officer

Date

Adopted: 07/01/2004

Date

Revised: 12/12/2022

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 through the Aiken Technical College portal.
2. Reimbursement requests 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 and supportive documentation of each item of expense incurred while traveling for business purposes have been obtained, the reimbursement request is to be forwarded to Accounts Payable for audit and payment. Reimbursement may take up to a week to be processed. Please take note that improper submission of supportive documentation will delay payment until issue(s) have been resolved.

Supportive documentation includes:

- a. Approved travel authorization forms;
- b. Agenda from conference;
- c. Maps for mileage;

- d. Paid receipt for airline;
 - e. Receipt(s) for other transportation, such as, cab, shuttle, rental car;
 - f. Receipt(s) for lodging accommodations (not prepaid);
 - g. Non-overnight meal receipts;
 - h. Receipt for registration (not prepaid);
 - i. Receipts for misc. items, such as, baggage fees, parking, etc.
4. Please refer to the website of the South Carolina State House for complete travel regulations, through the unannotated South Carolina Code of Regulations; 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 ($\frac{1}{2}$) the cost of the double room rate if shared with another person.
 - f. Alcoholic beverages are not reimbursable.
 - g. Meals purchased for vendors are not reimbursable.
 - h. 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.
 - i. Travel should be coordinated to ensure that staff and faculty members have an opportunity to take advantage of the transportation available.
 - j. The President will expect specific justification prior to travel for any expected extraordinary expenditure.
 - k. Gratuities are not an allowable reimbursement for State employees.

5. Mileage Reimbursement – when an employee uses his/her personal automobile for official business, he/she is reimbursed at the current rate established by the State of South Carolina.