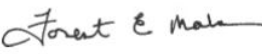
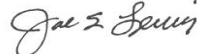


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	TRAVEL AND SUBSISTENCE REIMBURSEMENT	Policy Number: 6-4-101
Institutional Authority:	Chief Business Officer	
Associated SBTCE Policy:		
Associated ATC Procedure:	6-4-101.1	
Approved:		
	President	Commission Chairperson

Date Adopted:	07/01/2004
Date Revised:	01/09/2023

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 the published State of South Carolina Travel Regulations.