

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT DIRECTIVE**

DIRECTIVE #: D201

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SUBJECT: Travel Regulations

Revised July 1, 2004

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

DIRECTIVE

Travel and transportation at State expense will be authorized only when officially justified and by those means which meet State Government requirements consistent with good management practices.

A traveler on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered acceptable as exercising prudence. Travel by commercial airlines will be accomplished in coach or tourist class, except where exigencies require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method.

It is the duty and responsibility of the respective Deputy Director to insure compliance with these regulations.

I. Guidelines for Travel Reimbursement:

- A. Travel documents must be prepared in ink or typewritten.
- B. The "Request for Out-of-State Travel" form must be completed and attached to the travel document for employees traveling overnight out of state submitted to the Deputy Director.
- C. The complete trip must be shown on the travel document. One month may continue into another. Example: September 26 _ October 3. The only exception to this is at the end of the fiscal year.

- D. Travel documents must be reviewed and initialed by the employee's supervisor.
- E. If there is anything out of the ordinary pertaining to travel reimbursement, please write a note and attach it to the travel document.

II. Specific Reimbursement Categories:

A. Mileage:

- 1. Employee will be reimbursed at a rate established by the Annual Appropriations Act when using personal vehicle (when a State vehicle is unavailable) on necessary official business. The unavailability of a state vehicle should be noted on the travel document.
- 2. Employee will be reimbursed at a rate established by the Annual Appropriations Act whenever State vehicle is available, but the employee chooses to use his/her own vehicle for his/her own benefit when traveling on necessary official business.
- 3. Mileage is only shown on the travel document when employee uses his/her own personal vehicle. Mileage should not be shown when an employee uses a State vehicle.

B. Meals:

- 1. All meals will be reimbursed in accordance with guidelines established by the Budget and Control Board.
- 2. A person traveling must leave before or arrive after the times listed on the attached chart.
- 3. Military time should not be used when preparing the travel document. Twelve o'clock PM is noon, and twelve o'clock AM is midnight.
- 4. For one-day trips, reimbursement for meals will be allowed when any one of the following criteria is met. It is the responsibility of the Deputy Directors to determine whether or not this criterion has been met.

- a. When an employee is given an assigned task outside his/her normal work assignment. The employee's "normal work assignment" is usually a district or an assigned set of counties. In cases where the employee does not have a district or is considered to work statewide the employee may be reimbursed for cost of meals incurred more than 50 miles from his/her headquarters.
- b. An assigned task requires the employee to remain on the task beyond the normal working hours subject to State guidelines.
- c. An employee is directed to represent the Agency at a function in which a meal cost is incurred.

C. Lodging:

1. If two persons share a room, each person should obtain a receipt and attach it to the travel document.
2. If two people share a room, and one person pays for both; the motel receipt must show the names of both persons. If both names are not included on the motel receipt, the employee must add the name to the receipt; and a copy of the receipt must be attached to both persons' travel document. The Comptroller General's Office will only reimburse an individual for his or her share of the cost of a room even if one person may have paid for both.

D. Air Transportation:

Airline tickets are paid with a Purchase Order and are not to be included in the travel document.

E. Other Transportation:

This consists of rental vehicles, taxi, subway, shuttle bus, etc. The receipt for rental vehicles must be attached to the travel document for reimbursement. All other receipts, if obtainable, should also be attached to the travel document.

F. Miscellaneous Travel Expense:

This consists of parking, telephone calls, gasoline for rental cars or State vehicles (when State credit card is not acceptable by a vendor or is unavailable to the employee), portage, etc. Receipts (excluding portage) must be attached to the travel document for reimbursement. One personal phone call per day may be reimbursed. Please denote business calls on the bill.

G. Registration Fees:

1. The employee must attach the receipt of payment for registration to the travel document in order to be reimbursed.
2. If the meals are included in the registration fee, the amount allowed for the meals is to be subtracted from the registration fee and added to the "Meals" column of the travel document; the net amount is to be reflected in the "Registration Fees" column. A copy of the application or an itinerary must be included in the travel document.

H. Non-state Employee Travel:

The procedure for non-state employees' travel is the same as that of a State employee; however, the status of "Non-state Employee" must be noted on the travel document.

I. Per Diem:

This refers to non-state employees who are eligible for per diem expenses.

Note Times →	Breakfast: Not allowable on first day of travel (Overnight only)	Lunch: Leave <u>Before</u> 11:00 a.m. Return <u>After</u> 1:30 p.m.	Dinner: Leave <u>Before</u> 5:15 p.m. Return after 8:30 p.m.
In State	\$6.00	\$7.00	\$12.00
Out of State	\$7.00	\$9.00	\$16.00

* Reimbursement rates are subject to adjustments by the Comptroller General's Office.

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**METHOD OF DETERMINING SUBSISTENCE
FOR OVERNIGHT TRAVEL**

When a state Employee is traveling in or out of the State on official State business, the following maximum reimbursement will apply:

1. The costs of meals will be reimbursed up to the maximum amount as provided for in the Single Calendar Day schedule. The time limitations for breakfast will not apply for overnight trips when returning early in the morning.
2. State employees who are required to perform their duties during the night shall be allowed reimbursement for breakfast even though their arrival time back to residence or headquarters occurs prior to 11:00 a.m. If the following conditions are met:
 - A. Employee must be in travel status (more than 10 miles from residence and/or headquarters)
 - B. Employee must be in travel status after 8:30 p.m. for a period of not less than six hours.