

State and GSA Travel

Travel Costs. Travel costs, if allowed under this solicitation, must not exceed limits noted in the United States General Services Administration (www.gsa.gov) regulations.

Federal lodging rates are found at <http://www.gsa.gov>.

EXCERPT FROM SCDE Travel Policy

TITLE OF POLICY: TRAVEL POLICY

SECTION: FINANCE

POLICY NUMBER: 505 EFFECTIVE DATE: 07/11/13

OFFICE OF RESPONSIBILITY: FINANCE

Any meal included in the registration fee cannot be claimed on a travel claim even if the traveler chooses not to partake of the meal.

D. General Rules for Reimbursement

1. Subsistence

a. *Meal Allowances* - Meals may be reimbursed for actual expenditures incurred up to the State's meal allowance when an employee is traveling on official State business and is in travel status (more than fifty miles from official headquarters and/or residence). It is SCDE policy to not reimburse employees for one-day meals. In determining the maximum amount of subsistence for meals which may be reimbursed, the following time schedule must be adhered to:

MEALS	DEPART BEFORE	RETURN AFTER	IN- STATE	OUT- OF- STATE
Breakfast	6:30 AM	11:00AM	\$ 6.00	\$ 7.00
Lunch	11:00 AM	1:30 PM	\$ 7.00	\$ 9.00
Supper	5:15 PM	8:30 PM	\$12.00	\$16.00
DAILY MAXIMUM ALLOWANCE		\$25.00	\$32.00	

b. *Breakfast Allowance For Overnight Trips* - The time limitations for breakfast will not apply for overnight trips if both of the following conditions are met:

1) The employee is in travel status (more than 10 miles from residence and/or headquarters).

2) the employee is in travel status after 8:30 p.m. and arrives back after 2:30 AM.

(i.e. traveler eats at 1:00 AM and returns after 2:30 AM, he/she is eligible for breakfast)

c. *Meals Served At Meetings* - Employees required by their agency head as a part of their official duties to attend statewide, regional or district meetings within the area in which the employee is headquartered, may receive reimbursement for the cost of meals served at such meetings. At least 75% of those attending the meeting must be employees of other agencies or outside organizations. Meetings of boards, commissions, and committees are not considered statewide, regional or district meetings. If the cost of the meals referenced above exceeds the state allowance, receipts must be provided in order to receive reimbursement.

d. *Lodging* - Lodging shall be reimbursed for a single room rate or the employee's portion of the cost of the room if the room is shared with other employees. As a cost savings measure, employees are encouraged to share rooms with other participants when practical. Each employee must claim their portion of paid lodging expenses. An itemized receipt must be attached to the employee's travel document.

2. Mileage Reimbursement

a. *General Rules* - Employees shall be reimbursed at the rate provided in the current Appropriations Bill, per mile, for use of a personal vehicle on official business of the State. No travel less than 30 miles one-way may be reimbursed. Auto travel should be by the most direct route practicable.

Substantial deviation from the distances shown by the current State Highway Map of the South Carolina Department of Transportation or the mileage calculation reported on www.mapquest.com should be explained. A copy of the mapquest mileage or its equivalent must be attached. If the deviation exceeds 30 miles, a written explanation must be submitted along with the travel claim. When more than one employee is traveling to the same location, the travelers should arrange car pooling, if feasible.

b. *Vicinity Mileage* - A separate entry shall be made on the travel document for travel in the vicinity of a community or city. Only actual miles driven on official State business will be reimbursed.

c. *Mileage Rate* - A charge of 55.5 cents per mile will be allowed for the use of an employee's personal automobile when state-provided motor pool vehicles are not available.