SUMMARY:

The regulations in this statement govern travel at University expense. Employees will be reimbursed for travel expenditures in compliance with University guidelines as governed by state and federal travel regulations. Adequate documentation must exist to allow for verification of expenditures. Employees should exercise discretion in incurring any and all expenses. Neither personal expenses nor excessive costs and unnecessary or unjustified expenses will be reimbursed. University employees should be as conservative as good taste and circumstances permit in the expenditure of funds for official travel.

I. POLICY

A. Definitions

1. Electronic Approval—approval of a voucher/reimbursement request or of other documentation may be done electronically with a fax/scanned copy of a signed document or via secured email from an approver directly from his/her email address.

2. Reasonable expense—an expense that is ordinary and reflects a prudent decision to incur the expense on behalf of university business and is not extreme or excessive.

3. Travel—as described in this policy, is more than fifty (50) miles from an employee’s primary office at the university for the purpose of conducting business of the university, attending professional meetings, conferences, workshops, conventions and other related meetings.
B. Expense Reimbursement Limitations and Receipt Requirements

University employees traveling on University business are reimbursed for actual necessary expenses incurred, subject to limitations set forth by State laws and regulations, and by this policy. An itemized receipt for each expenditure must be submitted with the Expense Settlement Form. Exceptions to providing itemized receipts are for per diem meals (for which rates are already established) (see H.), taxi fares up to $25.00 and parking fees up to $5.00. An accurate record must be kept of expenses incurred because reimbursement will not be made based on estimates. If a dependent or other individual accompanies an employee on an authorized business trip, only those expenses incurred by the employee will be reimbursed.

C. Grant and Contract Travel

Travel expenses to be paid from grant or contract funds will be in accordance with provisions of the grant or contract if there are provisions within the grant which specify travel regulations. If there are no specific provisions in the grant or contract pertaining to travel, expenses will be reimbursed in accordance with University regulations.

D. Prudence and Frugality in Conserving Scarce Resources

The limits on travel expenses detailed herein should not be construed as an indication of amounts that should be spent. These are maximum amounts above which reimbursements cannot be made. A traveler should exercise discretion in incurring any and all expenses. Laundry, valet service, health or spa fees, safes, movies, etc., are considered personal expenses and will not be subject to reimbursement on travel expense reports. Excessive costs, unnecessary or unjustified expenses cannot be reimbursed. University employees should be as conservative as good taste and circumstances permit in the expenditure of funds for official travel.

E. Authorization for Official Travel

1. Proper Approval
   Individuals traveling on University business should do so only with approval of appropriate officials on a Coastal Carolina University Travel Authorization (TA) Form which is available on the Forms Web page or Accounts Payable Web page. Appropriate officials is defined as the Budget Officer; however, if the Budget Officer is the traveler, their supervisor must approve the Travel Authorization Form.

2. Blanket Approval
   An individual required to travel on repetitive business trips may submit a Blanket
Travel Authorization covering a specified time frame (not to exceed one fiscal year) and a maximum reimbursement amount for that time period. All anticipated locations and expenditures must be included on the Blanket Travel Authorization.

3. Basic Information Required
Requests for authorization to travel must include the purpose of the trip, dates of departure and return and mode of transportation. Only one (1) traveler may be listed on a Travel Authorization Form. Exceptions can be made as defined in Group Travel.

4. Guidelines for Approved Travel
The travel must be necessary for the proper execution of official University business or be in justifiable pursuit of the University’s educational and research objectives. Meetings and conferences to be attended must be of a professional nature directly associated with the individual’s duties and role within the University.

5. Group Travel
Group travel is allowed for Coastal Carolina University student groups and participants in University-sponsored programs who are not employees. One Travel Authorization form may be submitted in the name of one individual with an attached list of all others traveling with the group. There are circumstances when expenditures for group travel are incurred by someone other than the traveler(s). Under these specific circumstances, the signature of the individual incurring the expenses is sufficient for reimbursement. On the Expense Settlement Form the signature of the traveler is not required; however, approval is required by the Budget Officer.

F. Methods of Paying Travel Expenses

1. Out of Pocket
A traveler may also pay his/her travel expenses out of pocket and request reimbursement for approved expenses.

2. Travel Card Program
   The preferred method of paying travel expenses is using the Corporate Travel Card. The Corporate Travel Card program is maintained by the Accounts Payable Office to provide employees the option to carry a MasterCard instead of receiving a cash advance or using their personal credit cards when traveling on University business, which is funded prior to the employee’s travel departure date. To qualify for a Corporate Travel Card you must pass the Travel Card examination with a 100% score. Please click here to access the Corporate Travel Card program.

3. Cash Advances for Travel
   a. Under extenuating circumstances, cash advances, not to exceed eighty percent (80%) of the total estimated reimbursable expenses on the Travel Authorization Form (less any prepayments such as registration fees or airline tickets), may be
made to employees traveling on official University business. No advance shall be made in instances where 80% of the estimated travel expense does not exceed $250.00. Cash advances must be requested either as a check made payable to the traveler or a direct deposit into the traveler’s bank account. Student travel cash advances may be made for 100% of the reimbursable expenses to a University official. No cash advances will be made for travel within the State of South Carolina.

b. Cash advance reconciliations will be reviewed by the Accounts Payable staff prior to being processed by Financial Services. When receiving a cash advance, an employee must sign a form authorizing the University Payroll Office to deduct the amount of the advance from his/her payroll check if the Expense Settlement Form is not submitted within seven (7) business days from the date of his or her return. A cash advance must be cleared before another one can be made to the same individual, except in cases when one travel trip ends at or near the beginning of the next trip.

G. Travel Reimbursement Claims

1. Use of Proper Forms
Upon the traveler’s return, claims for reimbursement of travel expenses should be completed, approved and submitted on the Expense Settlement Form as soon as possible but not to exceed thirty (30) days after the trip ended to receive reimbursement for qualified expenses. A separate Expense Settlement Form must be filed for each authorized traveler. Information on all forms must be legible and completed in its entirety. Before reimbursements will be made, all Travel Authorizations submitted for employees require the signature of the individual authorized to sign for the account being charged.

2. Approval Signatures
The signatures on the Travel Authorization Form and on the Expense Settlement Form must be the original signatures of the appropriate individuals or their designees. Expense Settlement Forms require the Budget Officer’s signature and the employee’s Supervisor if the employee is the Department Budget Officer. If an increase has to be made to cover actual expenses, the appropriate Budget Officer must approve the increase.

H. Common Carrier Transportation and Related Expenses

1. Travel by Common Carrier
   a. Transportation for individuals traveling alone should be by common carrier whenever practical. Advantage of reduced round-trip rates must be taken when available. Travel must be by the most direct route possible. Individuals traveling by an indirect route must bear any additional expenses.
b. Travel by airplane is recommended when the cost of the employee’s time is an important factor or where the travel time by other methods would increase the subsistence expense. Accommodations must be limited to tourist or economy class.

2. Purchase of Common Carrier Tickets
   a. Initial Payment by the Individual
      Employees must purchase tickets prior to travel and obtain reimbursement through an Expense Settlement Form after travel is completed. The traveler’s copy of the transportation ticket showing itinerary and cost must accompany the Expense Settlement Form. Employees who purchase tickets on the Internet must provide an Internet printout of the itinerary and proof of credit card purchase.

   b. Payment by the University
      Tickets may be purchased with the Corporate Travel Card. A Travel Authorization Form must be processed following normal procedures prior to such purchases. Air transportation tickets may be purchased in advance directly by the department of the traveler or by the individual(s) authorized to travel.

I. Automobile Transportation and Related Expenses

1. Travel by Automobile
   a. Automobile transportation may be used when common carrier transportation cannot be scheduled satisfactorily or to reduce expenses when two or more University employees are traveling together. Reasonable tolls will be allowed where necessary. No reimbursement will be made to operators of state-owned or personally-owned vehicles used in the course of official travel or business for fines for parking, moving or nonmoving violations.
      1. If necessity or economy requires travel by automobile, a University rental automobile (under a University rental agreement with a commercial provider) should be used when available. If a University-owned or rental vehicle is used for travel, the authorized employee will be issued a commercial gasoline credit card. All gasoline receipts for the University-owned automobiles should be obtained at purchase and submitted to the University Transportation Department upon return of the vehicle.
   b. A University employee may use his/her personal automobile for official travel provided the University will not incur additional expense above that of other forms of transportation available. Reimbursement for personal automobiles will be $.04 per mile less than the current standard business mileage rate per mile as established by the Internal Revenue Service (IRS Current Mileage Rate). When mileage is used as the basis for reimbursement of personally-owned automobiles, the employee must bear the expense of gasoline, other supplies and the total upkeep of the personally owned vehicle. Elective use of a personal automobile
when more economical modes of transportation are available will result in reimbursement for only the most economical means of travel.

**NOTE:** Please be aware that when an employee chooses to drive their personal vehicle and receive the IRS mileage rate as provided by the University, the purpose of the mileage reimbursement is to cover the employee’s cost of operating their personal vehicle to include depreciation, insurance, repairs, tires, gas, and maintenance. **Should you be in an accident, your personal insurance is the primary payee for any related claim.**

2. Car Rentals at Destination
Charges for automobile rental at the traveler’s destination will be allowed when it is more economical than alternative methods of transportation or if it is the only practical means of transportation. An itemized receipt must be obtained and submitted with the request for reimbursement. The State of South Carolina contract for vehicle rentals must be followed before reimbursement will be allowed.

3. Personal Accident Insurance from Car Rental Agencies
Personal accident insurance afforded by car rental agencies, which provides personal benefits for the renter, is a personal expense of the renter and is not reimbursable by the University. If the employee desires this coverage, the charge and applicable tax must be deducted from the car rental receipt prior to submitting the request for reimbursement. The State of South Carolina rental car contract has no deductible for collision damage waiver insurance and is reimbursable if the rental originates outside South Carolina.

J. Lodging Expenses

1. Lodging expenses will be allowed subject to the following limitations:
   a. In-State or Out-of-State
      i. Actual lodging expenses will be reimbursed for employees traveling on official business; however, the more moderately priced accommodations must be requested when a choice is available. Employees should request a state or government rate.
      ii. No reimbursement will be made for overnight lodging within fifty (50) miles of the employee’s official headquarters and/or residence. If approved in advance and if the employee is required to participate in evening programs, the University may pay for such lodging.
      iii. En route lodging may not exceed one night each way.
   b. Shared Room with Single Bill
      The expense for shared lodging may be reimbursed to one employee if only one itemized lodging receipt is obtained and if the name of the other employee is provided on the request for reimbursement. If a room is shared with someone other than a University employee, actual cost for the single room rate will be allowed. The receipt for the entire amount must be submitted with
the request for reimbursement.

K. Meal Expenses

Meal reimbursements are not allowed for trips that do not have an overnight stay.

1. Per Diem
   While on official travel within the State of South Carolina, actual expenses incurred for the cost of meals up to a maximum of $25 per day as shown by receipts, will be reimbursed to the employee upon submission to Accounts Payable of an Expense Settlement Form. The employee may elect to receive the per diem rate of $25 without providing receipts. While on official travel outside the State of South Carolina, actual expenses incurred in the cost of meals up to a maximum reimbursement of $32 per day as shown by receipts, will be reimbursed to the employee upon submission to Accounts Payable of an Expense Settlement Form. The employee may elect to receive the per diem rate of $32 without providing receipts. Conference registration forms will be reviewed by Accounts Payable staff to ensure that daily allowances for meals are not exceeded.

3. Departure and Return Times for Meal Allowances
   a. The following time schedule for departure from and return to the official station will determine eligibility for reimbursement for meals:

<table>
<thead>
<tr>
<th>Time</th>
<th>In-State Travel</th>
<th>Out-of-State Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:30 am to 11:00 am</td>
<td>$6</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00 am to 1:30 pm</td>
<td>$7</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:15 pm to 8:30 pm</td>
<td>$12</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$25</td>
</tr>
</tbody>
</table>

   b. The hour and date of departure and the hour and date of return must be shown on the Expense Settlement Form. Reimbursement for meals is not allowed if meals are provided as part of the conference fee.
   c. Per diem rates are not normally used for group meals with non-University employees. The Budget Officer will have the discretion to approve meals up to $35 per person. Meals in excess of $35 must be approved by the President or the President’s designee.
L. Miscellaneous Expenses

1. Telecommunication Expenses
   Charges for long distance telephone calls, telegrams, internet connection fees or facsimile charges made to conduct official business will be allowed. Personal long distance communication charges will be allowed if such charges are kept to a reasonable amount.

2. Incidental Expenses
   a. Laundry, airline preferred seating, valet service, health or spa fees, safes, movies, etc., are considered personal expenses and will not be reimbursed. The only exception is for employees such as Admissions Counselors, who are required to travel for several weeks without returning to their homes. In such cases, the employee may be reimbursed for reasonable laundry expenses.
   b. Generally, gratuities are not an allowable reimbursement. When paid as a part of a billing for a banquet, luncheon, etc., gratuities will be allowed. Porterage, in general, is not an allowable reimbursement. It may be reimbursed when an employee flies to a major city out-of-state where there usually is no option concerning baggage handling. Porterage may also be reimbursed when an employee has heavy, excess equipment needed to conduct official state business.

M. Expense Reimbursement for Visitors, Guests and Candidates

1. Travel Reimbursement Claims
   All visitor, guest, and candidate travel expenses are borne by the host department in accordance with standard University policies and procedures. Either in person or via e-mail, the host department is responsible for obtaining a signed Expense Settlement Form complete with all information necessary for processing. Proper receipts for expenses must be attached to the voucher. If some receipts are not available prior to departure, the visitor, guest, or candidate should be instructed to submit the additional receipts as soon as possible. No reimbursement for expenses of family members or others accompanying the visitor, guest, or candidate is authorized. The University President or his designee must approve any exceptions to this policy.

2. Travel Expenses
   Travel expenses may be paid to individuals or companies that are doing business with the University. Reimbursements for travel are allowed in accordance with regulations established for State employees unless otherwise stipulated in a contract with the University.
N. Foreign Travel

1. Approval
   All travel outside the United States requires prior approval by the appropriate dean, director, department head and by the Grants Accountant, if applicable. All Travel Authorizations involving international travel must include coverage for emergency medical evacuation and repatriation of remains through the insurance carrier provided through the Center for Global Engagement (CGE). The cost of this coverage is to be borne by the approving department. A copy of the approved Travel Authorization for any international travel including this coverage must be provided to Accounts Payable and forwarded to CGE as soon as possible, but no later than three (3) business days prior to the commencement of travel. This provision applies to all students, faculty and staff participating in international internships, research, conference travel, and short-term study abroad experiences, as well as other university travel at university expense. The CGE makes most of the purchases including airline tickets, prepaying hotels, hostel or universities and making advance payment for ground transportation, admission fees, theater tickets and excursions. Whenever possible these expenditures are handled through invoices.

2. Meals
   When traveling on university business outside the United States employees are entitled to reimbursement at a maximum daily rate for meals as established by the approved program budget and clearly noted on a properly executed Travel Authorization not to exceed the federal per diem rates. These amounts can be claimed without receipts. Reimbursement will follow same guidelines as outlined in Section K of this policy.

3. Automobile Rental
   If it is necessary to rent an automobile while in travel status outside the United States, it is recommended that collision damage waiver insurance be obtained. The charge and the applicable tax will be included on the automobile rental statement submitted with the request for reimbursement and will constitute a reimbursable expenditure.