

Williamsburg Technical College  
PROCEDURE

**SECTION B – ADMINISTRATION AND FINANCE**

Title <b>TRAVEL AND SUBSISTENCE EXPENSES</b>	Number <b>B-4.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President <hr/>	Supersedes Procedure No. <b>B-4.1</b> Date <b>2/3/14</b>
President <hr/>	

**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. 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.**

**I. TRAVEL REQUEST/AUTHORIZATION**

All employees will complete and submit for approval a Travel Request/Authorization form (attach agenda for meeting requests) as follows:

- For local, in-state, one-day travel: prior to proposed travel.
- For overnight or out-of-state travel: at least two weeks prior to proposed travel.

**II. PREPAYMENT OF TRAVEL EXPENDITURES**

No travel advances for out-of-state travel can be made without the approval of the Vice President for Business Affairs; however, prepayment of the following expenditures will be made to the vendor by the College upon written, authorized request by the responsible Vice President and proper completion of the "Prepayment Request" section of the Travel Request/Authorization:

- Airline ticket
- Registration fee

**III. REIMBURSEMENT OF TRAVEL EXPENSES**

- A. Upon return, the traveler must complete the "Actual Costs" and "Itemized Reimbursable Expenses" sections of the approved Travel Request/Authorization. These expenses include transportation, lodging, itemized listing of meals, etc. Receipts must be attached for public transportation, lodging, parking, registration fees, and miscellaneous expenses. Agendas must be attached for meetings, conferences, and workshops.
- B. The traveler will sign the Travel Request/Authorization certifying that the expenses itemized are just and true in all respects and the distance for which charges are made has been

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actually, and necessarily incurred in the service of the College. The traveler will then forward the form to the appropriate supervisor, administrator, or Vice President.

- C. Within seven working days, the Business Office will determine the total reimbursement due each traveler from the "Itemized Reimbursable Expenses" of the Travel Request/Authorization forms submitted for the month.
- D. Travel reimbursement checks are payable by the Business Office within ten days after receipt of the approved travel form by the Business Office, with payments scheduled for the 15<sup>th</sup> and last day of each month. Mileage and actual subsistence expenses incurred and paid will be reimbursed in accordance with regulations promulgated by the State Budget and Control Board through the State Board for Technical and Comprehensive Education.