

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION B – ADMINISTRATION AND FINANCE

Title TRAVEL AND SUBSISTENCE EXPENSES	Number B-4
Division of Responsibility Administration and Finance	Date Page 9/14/20 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. B-4 Date 2/3/14

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.

It is the policy of Williamsburg Technical College to provide accountability and documentation for the authorization, prepayment, and reimbursement of travel and subsistence expenses.

Travel and subsistence expenses will be authorized consistent with federal and state regulations. Reimbursement of travel and subsistence expenses will be documented and reimbursed in accordance with regulations promulgated by the State Budget and Control Board through the State Board for Technical and Comprehensive Education.