PURPOSE

The purpose of this procedure is to define reimbursement for college-related travel outside of the service area.

PROCEDURE

1. Any employee of Technical College of the Lowcountry who is required to be away from the campus for an approved activity must request travel authorization by submitting completed copy of the Activity Request Form to the immediate supervisor. This procedure applies only to travel outside of the four county service district; see TCL Procedure 5-1-501.20 for guidance concerning travel within the service district.

2. As a part of the request, the participant must attach an agenda or other appropriate justification.
3. The completed Activity Form, if approved by the immediate supervisor, will be forwarded through all supervisory levels to the fund administrator for the account supporting the travel.

4. If sufficient funds are available, the fund administrator may approve or disapprove the request. In the case of disapproval, the requestor must be provided written notification and explanation.

5. When the fund administrator is traveling and is not an institutional officer, the approved request must be forwarded to the appropriate institutional officer for final approval, regardless of the source of the funds.

6. Requests for staff development funds to support institutional visits or attendance at conferences and workshops should be directed through the supervisor to the appropriate institutional officer.

7. The institutional officer giving final approval, or disapproval, will return the completed Activity Request Form to the fund administrator supporting the travel.

8. The fund administrator will send a copy of the approved request to both the requestor and his or her immediate supervisor. No commitments may be made against institutional funds until the request has received final approval. The approved Activity Request Form must be received by the fund administrator at least two weeks prior to the date of departure. If this time limitation is not met, the fund administrator may deny the request to travel.

9. The fund administrator, working with the traveler and the Procurement Officer, will:
   a. Prepare and submit to the Business Office a Purchase Order Requisition for any items associated with the trip (e.g. registration fees, airline tickets),
   b. Arrange for hotel or motel accommodations, and
c. Schedule transportation, such as school car or airline reservations.

10. Airline Travel

    On the occasion that the mode of travel must be by airlines, guidelines are as follows:
a. In selecting an airline the first consideration must be that of cost. It is the responsibility of every individual to keep institutional costs to a minimum.

b. Frequent flyer mileage earned on any institution directed travel is property of this institution and must be disclosed. Any mileage earned should be used towards the reduction of the institution's cost of the subsequent business travel whenever possible.

c. No state funds may be used to purchase first-class airline tickets.

d. An employee who elects to drive his car for his own convenience when air fare is more economical may claim reimbursement as follows:
   1) Mileage reimbursement to destination is limited to the amount of coach or tourist airline fare.
   2) Vicinity mileage is permitted on official business.
   3) Storage fees for automobile is limited to that which would have occurred had the automobile been stored at the airport.
   4) Subsistence for the time period that would have been required between departure and return points had the travel been made by the airline.

11. If approved travel arrangements are changed or canceled, the requestor must notify the fund administrator and the Procurement Officer. Failure to do so may affect future requests to travel.

12. Within five (5) business days of the completion of the approved travel, the employee will submit the following to the appropriate fund administrator:
   a. A completed Reimbursement Claim for Official Travel, TCL form BUS-1,
   b. All receipts required to document expenditures for which reimbursement is being requested, and
   c. An agenda and a copy of the approved Activity Request Form.

13. After checking all information for accuracy, the fund administrator will attach all information to the reimbursement claim, authorize payment by signing the claim, and forward the claim and supporting receipts to the Business Office.
14. The Business Office will pay the claim within ten (10) working days. Any necessary change to the claim will be noted on the form and copies sent to the fund administrator and the traveler.