Quick Reference Travel Guide

Things to include on a Travel Authorization

TA’s are coming under more scrutiny these days, please make sure that TA’s submitted to the Office for the Academic Experience (110 Randolph Hall, Erin Blevins) for Lynne Ford’s signature are submitted 2 weeks in advance of travel and include the following (you can attach a separate page):

1. Please spell out the name of the conference rather than using the acronym and include a description of the conference (typically, the call for proposals will suffice).
2. Why are you attending the conference and what is the relevance to your position?
3. What is your role at the conference? (presenter, conference organizer, to observe and learn, etc)
4. If presenting, please attach the title of your presentation and a brief description
5. If applicable, how will share the information you learned at the conference with your colleagues at the College when you return?

Per diem meal reimbursement

- Be sure to include departure and arrival times on your reimbursement request.
- Meal receipts are not required to receive per diem.
- You will not receive per diem for the meals provided by a conference.

To qualify for reimbursement on departure date for:

Breakfast: Must depart before 6:30 a.m.
Lunch: Must depart before 11 a.m.
Dinner: Must depart before 5:15 p.m.

To qualify for reimbursement on return date for:

Breakfast: Arrive after 11 a.m.
Lunch: Arrive after 1:30 p.m.
Dinner: Arrive after 8:30 p.m.

(For overnight trips when returning early in the morning

Reimbursement rates:

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<thead>
<tr>
<th></th>
<th>In state</th>
<th>Out of State</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>8.00</td>
<td>10.00</td>
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<tr>
<td>Lunch</td>
<td>10.00</td>
<td>15.00</td>
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<tr>
<td>Dinner</td>
<td>17.00</td>
<td>25.00</td>
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<tr>
<td>Daily</td>
<td>35.00</td>
<td>50.00</td>
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Receipts for all expenditures (excluding meals) required

- Paid motel and hotel receipts for lodging must be attached to the travel voucher when submitted for reimbursement.

As of August 12, 2021 (subject to change)
• No reimbursement for overnight accommodations will be made within fifty (50) miles of the traveler’s official headquarters and / or residence.
• No reimbursement expense shall be made for meals within ten (10) miles of an employee’s residence or at the official headquarters of the agency by which he/she is employed.

Special Rules
Actual hotel/motel costs will be reimbursed for single room rates or one-half the cost of the double room rate if shared with another State employee.

**Personal auto mileage reimbursement rate** (per mile): $0.56 as of 1/1/21. (Choose to use own car with permission from your supervisor)

**Car Rental:** Enterprise Car rental company: Use online portal to make reservation through E-procure to book all cars and minivans and provide TA# during reservation process. Insurance automatically included in price.

**Air travel:** The College of Charleston has a relationship with AAA travel. You can book the airfare using a TA number. Contact: Chris Hamblet at 1-800-765-6223 and email: crhamblet@aaacarolinas.com. There is a $40 booking fee per airline ticket. Be sure to get approval BEFORE booking airfare.

**Traveling with Students:**

**Must have all students traveling with you complete Student Travel Liability Form** (NOTE: Please document who is collecting these liability forms on the Travel Authorization.)

**CofC Vehicle Use Policy when conducting official business**

You must be a designated “authorized driver” by completing the Vehicle Training requirements as deemed appropriate by the Director of Environment Health and Safety. The current Director of Environmental Health and Safety is Clifford Hamilton, hamiltoncn@cofc.edu

**Student drivers for field trip**
Must complete training and forms to be designated as an “authorized driver”. Contact Clifford Hamilton for details.

As of August 12, 2021 (subject to change)