

## After you Return

Travel reimbursement requests should be filed:

- as soon as the trip is completed.
- within the same fiscal year in which the trip occurred
- within 60 calendar days of completion of the trip or at least quarterly for local trips of a repetitive nature (such as county extension agents mileage).

Forms can be found at:

[www.clemson.edu/scbiomat](http://www.clemson.edu/scbiomat)

## Quick Links

### **Employee Travel Policies & Guidelines**

[http://www.clemson.edu/cfo/prourement/travel/employee\\_guidelines.html](http://www.clemson.edu/cfo/prourement/travel/employee_guidelines.html)

### **Foreign Travel**

<http://www.clemson.edu/cfo/businessmanual/as23pol.html>

### **BUDGET AND CONTROL BOARD 2009-2010 REGULATIONS FOR REIMBURSEMENT FOR TRAVEL AND SUBSISTENCE EXPENSES**

<http://www.cg.sc.gov/agencyinfo/disbregs/travel.htm#rbrb>

### **IRS 2010 Mileage Rates**

<http://www.irs.gov/newsroom/article/0,,id=216048,00.html>



## Pocket Guide to Official Travel



## Registration Fees

Registration fees in the amount necessary to qualify individuals to attend conventions, meetings, conferences, etc are allowed. These fees can be prepaid using the Departmental Purchasing Card or on a Direct Purchase Voucher. If the registration is prepaid by the traveler or paid at the time of registration of the meeting, reimbursement will be made after the trip is completed.

## Spouse Travel

Travel expenses for spouses, friends, or other individuals not traveling on official University business are not reimbursable.

## Spouse Travel

Charges for automobile rental are allowed when it is more economical than alternative methods of transportation or is the only practical means of transportation. In renting a vehicle while traveling on University business, employees are required to use the State contract vendor. Refer to the Procurement Services web page for information on the contract. University employees should be aware that the State contract provides for unlimited mileage, liability, comprehensive and collision protection.

## Mileage

When planning to travel by car, contact Transportation Services in advance to reserve a Motor Pool vehicle. File the request via the web link at Transportation Services as far in advance as possible. University employees may use their own automobile for official travel provided the University will incur no added expenses above that of other forms of transportation available. Reimbursement for personal automobiles is as follows:

### As of January 1, 2010:

**\$.50 per mile**, if proper documentation exists to reflect that a University owned vehicle was not available.

**\$.50 per mile for travel to and from nearby airports** or train depots when official travel is by airplane or train.

**\$.46 per mile when an employee wishes to use their own automobile** even though a University owned vehicle is available.

## Receipts

You must submit receipts for all expenditures of \$5 or more, except for meals, taxi fare, tips, tolls and portage. All receipts and paid bills should be originals.

## Meals

While on official travel within the State of South Carolina, an employee's actual expenses based on per meal limits up to a maximum of \$25 per day will be reimbursed. While on official travel outside the State of South Carolina, an employee's actual expenses based on per meal limits up to a maximum of \$32 per day will be reimbursed.

**Breakfast:** (If you depart before 6:30 am, or if you return after 11:00 am)  
\$6 (in-state), \$7 (out-of-state)

**Lunch:** (If you depart before 11:00 am, or if you return after 1:30 pm)  
\$7 (in-state), \$9 (out-of-state)

**Dinner:** (If you depart before 5:15 pm, or if you return after 8:30 pm)  
\$12 (in-state), \$16 (out-of-state)

