

MEDICAL UNIVERSITY OF SOUTH CAROLINA
TRAVEL SMART HANDBOOK

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TRAVEL SMART HANDBOOK

INTRODUCTION

The Medical University of South Carolina (MUSC), as an agency of the State of South Carolina, is subject to the travel guidelines set by the State Budget and Control Board. This handbook is designed to give you information on these guidelines so you can prepare travel reimbursements correctly and efficiently.

It is the policy of the Medical University of South Carolina to administer employee travel as efficiently and economically as possible; therefore, travel reimbursements should be processed only once per trip. Airfare and registration can be prepaid by P-Card, but all other charges incurred by the traveler should be reimbursed after travel is completed using a Travel Reimbursement Voucher form (referred to as TRV for the remainder of this document). Employees who travel are entitled to reimbursement for reasonable, necessary and allowable expenses incurred. Additional expenses, incurred for personal preferences or convenience, are the responsibility of the employee.

Without exception, employees who are in degree-seeking status will not be allowed reimbursement of travel-related expenses (meals, mileage, etc.) connected with their enrollment in and attendance at for-credit classes taken at any institution of higher learning.

The TRV is processed through Accounts Payable (792-3058). Questions that arise should be directed to them. The TRV form and instructions are found in the Appendix to this handbook.

TRAVEL AUTHORIZATION:

Employees required to travel in the performance of official duties must have prior authorization from the department head (or their designated official) for the performance of travel. The designated approver's position should be at least one level above the traveler. Approval attests to the necessity of the travel and ensures that arrangements are reasonable in nature and amount. The Travel Itinerary Form and instructions for completing the form are in Appendix.

REGISTRATION:

Registration fees are reimbursable when required for participation in a workshop, seminar, convention or conference, which the employee is authorized to attend. Fees for optional activities such as sight-seeing or field trips are not reimbursable. Any such fees representing official related activities must be justified in writing and approved in advance by the travel approver.

Any part of a registration fee applicable to meals or lodging, and identifiable as such, shall be reported as meals or lodging expense and not as registration fee. An employee may not claim a meal allowance for any meals covered in a registration fee.

Registration may be pre-paid by University P-Card or reimbursed to the traveler on completion of the trip. Prepayments should be reflected as a negative (within brackets) amount on the Travel Reimbursement Voucher (TRV) to prevent duplicate reimbursement.

MEAL ALLOWANCES:

Employees of MUSC traveling on state business shall, upon presentation of paid receipts, be reimbursed for actual expenses incurred for meals. The maximum reimbursement for three meals is \$25 per day for in-state travel and \$32 per day for out-of-state travel. When a traveler is entitled to reimbursement for fewer than three meals, the following limits apply:

Single Calendar Day Travel			
When an employee is traveling in or out of the state in a single calendar day, the following time schedule will be adhered to for determining the maximum amount of subsistence which may be reimbursed.			
IF DEPARTURE TIME IS:	AND RETURN TIME IS	IN-STATE	OUT-OF-STATE (250,000 OR GREATER) POPULATION
A. Before 6:30 a.m.	1. After 11:00 a.m. (Breakfast)	\$6.00	\$7.00
	2. After 1:30 p.m. Lunch)	\$7.00	\$9.00
	3. After 8:30 p.m. (Supper)	\$12.00	\$16.00
B. 6:30 a.m. or after and before 11:00 a.m.	1. After 1:30 p.m. (Lunch)	\$7.00	\$9.00
	2. After 8:30 p.m. (Supper)	\$12.00	\$16.00
C. 11:00 a.m. Or after and before 5:15 p.m.	1. After 8:30 p.m. (Supper)	\$12.00	\$16.00
Overnight: The costs of meals will be reimbursed up to the maximum amount as provided for in the single calendar day schedule above. The time limitations for breakfast will not apply for overnight trips when returning. No reimbursement shall be made for meals within a ten (10) mile radius of the employee's official headquarters or residence.			

The time of departure from Charleston and the time of return must be noted on your TRV. Those times govern whether or not the traveler will be reimbursed. Reimbursement will be made up to the amount of the per diem. If the meal cost exceeds the per diem meal cost, the traveler will be reimbursed only for the per diem rate. If the meal claimed is less than the per diem, that amount will be reimbursed.

Meals included as part of a registration fee will not be reimbursed and must be deducted from the state meal per diem. In order to document this, a copy of the event agenda and/or brochure must be submitted with the travel reimbursement voucher. Send only the pages that show the meals included.

Employees required by MUSC as part of their official duties, to attend statewide, regional or district meetings within the area in which the employee is headquartered, may be received reimbursement of the cost of the meals served. At least 75% of those attending the meeting must be employees of other agencies or outside organizations. Meetings of boards, commissions, and committees are not considered statewide, regional or district meetings. If the meal costs referenced above exceed the maximum daily allowance, itemized receipts must be attached to the TRV in order to receive reimbursement.

LODGING:

MUSC travelers may be reimbursed for lodging equal to the single room rate plus taxes. If lodging exceeds a base rate of \$300.00 per day before taxes, justification must accompany the TRV.

Upon completion of the trip, an original paid receipt from the hotel/motel must be submitted with the TRV. The paid receipt must state "single room rate". A group rate will be honored in lieu of the single rate when clarification is provided. If an employee takes his or her spouses, the single room rate should be noted on the receipt. If the hotel/motel does not show a "\$0" balance upon checkout, i.e. in case of an early checkout, a memorandum stating that the employee exercised early checkout is required for full reimbursement.

No reimbursement for overnight accommodations within 50 miles of the traveler's official headquarters or residence shall be made. Payment of any advance deposits for lodging is the responsibility of the traveler; reimbursement will be made after the completion of the trip provided the above guidelines are met. (NOTE: McClellanville, Wild Dunes, Kiawah and Seabrook are within the 50-mile limit and are not reimbursable. Hilton Head and Myrtle Beach are outside the limit and overnight accommodations will be reimbursed.

AIR TRANSPORTATION:

Payment for airfare can be reimbursed to the traveler upon completion of the trip, or pre-paid on a University P-Card. Prepayments can be made to travel agencies or airlines for airline tickets.

Prepayments should be reflected as a negative (within brackets) on the TRV to prevent duplicate reimbursement. Baggage fee for the **first** bag will be reimbursed with a receipt of payment or appropriate documentation. Reimbursement for a second bag charge will not be made unless adequate justification is provided. An employee may not claim a meal allowance for any meals provided by the airline. Fees for excess baggage weight will not be reimbursed.

A MUSC P-card should be used for all airfare purchases. If it was not, the traveler must justify why he/she did not use this method of purchase.

PRIVATE VEHICLES:

Authorized travel should be made via the most economical mode of transportation, consistent with the purpose of the travel. A careful analysis of the distance, timeliness, and overall cost factors of a trip should be considered. When more than one employee is traveling to the same location, the authorized number of automobiles should be limited to not more than one automobile per two people.

Specific authorization must be made prior to travel for the use of a private vehicle for out-of-state travel. Any employee who elects to drive his/her car for convenience when more economical modes of travel are available is entitled to reimbursement for:

1. Mileage equal to the amount of coach or tourist airfare.
2. Vicinity mileage incurred on official business in lieu of using a taxi. This mileage must be explained, i.e., site visits, meetings, etc.
3. Parking fees equal to that which would have been incurred if car had been parked at airport. Receipts are required for actual parking fees.
4. Subsistence based on the date and time airline connections would have been made for departure and return. Any period of time exceeding these guidelines would be at the employee's expense and no subsistence could be paid.

Reimbursement for transportation expenses incurred by use of personally-owned vehicles will be at the rate per mile as provided by law for the actual miles traveled in the performance of official duties. The mileage rate provided by law is the IRS Standard Mileage rate which can be found at <http://www.irs.gov> (hint - type mileage rates in the search box).

Mileage between the employee's home and his/her place of employment is not subject to reimbursement. However, when an employee leaves on a business trip directly from his/her home, and does not go to the employee's headquarters, the employee shall be eligible for reimbursement for actual mileage beginning at his or her residence.

Other expenses: Tolls and/or Parking– Actual toll or parking expense may be reimbursed. A receipt should be provided when possible; if not, a written explanation should be made on the expense statement for these items.

VEHICLE RENTAL:

Authorized travel should be made via the most economical mode of transportation, consistent with the purpose of the travel. A careful analysis of the distance, timeliness, and overall cost factors of a trip should be considered. A rental vehicle may be used when it is necessary and convenient in the performance of an employee's official duties. Rental transportation will not be authorized routinely for the execution of official duties involving high volume travel for which transportation by a personally-owned or institutionally owned vehicle would be more appropriate. Authorization to rent a vehicle must be granted prior to travel. A copy of the rental agreement must also accompany the TRV.

Personal accident insurance on rental vehicles is not reimbursable. Collision and liability insurance costs are reimbursable.

Rental of luxury vehicles is not permitted. If a free upgrade is provided, notation of this should be made on the TRV or a letter of justification attached. When employees share a ride in a rental vehicle, the fact should be indicated on the TRV along with the name of the travelers with whom the ride was shared.

In addition to rental fees, an employee or non-employee may be reimbursed for costs associated with official use of the vehicle, to include:

- a. Gasoline – original receipts must be presented with the TRV. Receipts should indicate the number of gallons purchased. Employees should fill up cars prior to return to rental agency, as costs for fuel are usually higher at the rental agency.
- b. Tolls – Actual toll expenses may be reimbursed. A receipt should be provided when possible; if not, a written explanation should be made on the expense statement for these items.

- c. Parking – Actual parking fees may be reimbursed. A receipt should be provided when possible; if not, a written explanation should be made on the TRV for these items.

GRATUITIES AND PORTERAGE:

Gratuities are not allowable reimbursements for state employees except where the charge is not optional such as in the case of banquets, luncheons, etc. Gratuities for taxis are optional and will not be reimbursed. Porterage may be reimbursed when an employee flies to a major city out-of-state, and there is no option for baggage handling, or when heavy excess equipment is needed to conduct state business.

TELEPHONE CALLS/ INTERNET ACCESS:

Telephone Calls for official business of the State are allowable reimbursements and must be identified as such on the bill submitted as backup for the reimbursement. When traveling overnight on official business, one call per day is allowable to the traveler's place of residence. Internet charges are also reimbursable.

FOREIGN TRAVEL:

Foreign travel may be defined as travel to any destination other than the United States, Puerto Rico, or U.S. Virgin Islands.

Advance subsistence may be allowable for foreign travel. All accommodations must be tourist class.

State employees traveling out of the country on state business are entitled to reimbursement of actual expenses incurred for lodging that fall within the federal guidelines. Meals and incidentals will be reimbursed based on the federal guidelines for foreign travel per diem. The web address is:

http://aoprals.state.gov/web920/per_diem.asp.

Passports and Visas will be paid by Accounts Payable unless stipulation on Federal Grants prohibits such payment.

TRV's submitted for foreign travel should be converted to U.S. currency as of the date of travel. Please note the rate of exchange on the TRV. As a resource, for currency conversion information, go to the following web address:

<http://www.oanda.com/convert/classic>.

DEPENDENTS ACCOMPANYING EMPLOYEE:

If a dependent accompanies an employee on an authorized business trip, only those expenses, which can be directly attributed to the employee, may be reimbursed.

TRAVEL FOR DISABLED EMPLOYEES:

A disabled employee who is unable to use the most economical mode of travel due to his/her disability may use the next most economical mode of travel available, which enables them to complete the travel required.

In determining the next most economical mode of travel, consider the following:

- a. Cost of fare or mileage
- b. Subsistence expenses incurred due to extra days of travel, if any.
- c. Lodging expenses incurred due to extra days of travel, if any.
- d. Other allowable expenditures incurred due to extra days of travel, if any.

The cost figures used in determining the mode of travel must be attached to the TRV when it is submitted.

South Carolina law states that the president or his designee must certify that the employee is disabled and is physically unable to use the most economical mode of travel.

Expenses for attendants traveling with disabled state employees will be reimbursed per state guidelines.

RECRUITMENT/INTERVIEWEE EXPENSES:

Recruitment/Interviewee expenses are expenses for prospective employees where MUSC has offered to pay the cost of lodging, air fare and/or meals. These are allowable if the appropriate Vice President makes the determination that:

- a. The significance of the position to be filled is such that it warrants incurring such costs.
- b. Such costs would not exceed the expense of conducting the interview at the interviewee's home area or elsewhere
- c. Qualified candidates residing within South Carolina were considered before candidates from other states were sought.

Written approval is required from the appropriate Vice President or Executive Director. Justification is required when a rental car is provided to the prospective candidate. Spouses may accompany the candidate and be reimbursed for those expenses for only one trip. Travel reimbursement for these persons is contingent upon the availability of funds.

ADVANCE SUBSISTENCE:

In certain circumstances, travel advances (advance subsistence) may be requested in order to reduce the amount of out-of-pocket expenses for out-of-state travel. Advance subsistence is for MUSC employees and no advances shall be made to an employee traveling within the state of South Carolina without specific prior approval from the State Budget and Control Board. Advance subsistence is not available for students or non-employees.

The advance subsistence allowance is \$70 per day and the traveler must be traveling for at least four (4) days. Advances will not be made for less than \$250 and no more than 80% of the estimated travel expense. For estimating the total days required for travel, use one day prior to the business event and one day after the end of the event.

Requests for advanced subsistence shall not be submitted more than fifteen (15) days prior to the date of departure.

The amount issued in advance must be deducted from the final TRV. If the advance exceeds actual travel expense, the traveler must attach a personal check to the final TRV for the net difference. Personal checks must be payable to MUSC. In the event that the trip is canceled, the advance subsistence check must be returned to Accounts Payable with notice of cancellation. If the traveler has deposited the advance check, a personal check payable to MUSC and a copy of the advance travel subsistence TRV shall be forwarded to Accounts Payable.

To request advance subsistence, the traveler must complete a TRV (marked Advance Subsistence) and forward it to Accounts Payable. A final TRV showing actual expenses for the trip must be completed within 30 calendar days from the end of the trip. The advance received should be shown as a deduction from the final TRV. Attach documentation relating to the event for which you are requesting an advance to the Advance Subsistence TRV.

DOCUMENTING TRAVEL EXPENSES:

Original receipts are required for any travel reimbursement. In the event that original receipts are not available, an authorized memorandum stating such must accompany the TRV. The memorandum should state the amount to be reimbursed and that the traveler is not being reimbursed from any other source.

The following items require receipts for reimbursement:

- a. Parking – To include overnight parking at airports, garages, etc.
- b. Hotel/Lodging – Receipts must be itemized, paid, and identify the source of payment (i.e., cash, check, or credit card). If the traveler

exercised early checkout and the receipt does not have a zero balance, a credit card number in the traveler's name must be identified on the bill for full reimbursement. Single room rate is allowable. If double occupancy is listed on the bill, on the single room rate is allowable and should be noted on the bill.

- c. Tolls
- d. Rental Cars – A copy of the rental agreement is required in addition to the receipt.
- e. Airline Travel – A ticket stub or itinerary is required along with a receipt for payment showing the source of payment. If the ticket is purchased on-line, a receipt must be printed and attached to the TRV,
- f. Registrations – A copy of the complete registration brochure providing dates, location and cost is required along with the source of payment. If an agenda is included, it should be submitted with the TRV.
- g. Taxi Fares, Subway or Metro Fares – Only the cost of the fare will be reimbursed (no gratuities); destination must be noted on the receipt.

Any receipts used for documentation should be attached to the TRV prepared and submitted to Accounts Payable upon completion of the trip.

TRAVEL REIMBURSEMENT VOUCHER (TRV):

The official Travel Reimbursement Voucher must be used to request reimbursement of expenses associated with official travel. Travel and transportation at state expense will be authorized only when officially justified and by those means which meet state as well as MUSC requirements consistent with good management practices.

If the traveler is claiming reimbursement for use of a personal vehicle, he/she must make a statement as to whether a motor pool vehicle was available. Reimbursement rate will be 50.5 cents per mile if no motor vehicle was available, or 46.5 cents per mile if one was available and the traveler still opted to use his/her personal vehicle.

The completed Travel Reimbursement Voucher must be approved by the department head or designated official. Please note on all TRV's the name, department and telephone number for the point of contact in case of emergency or assistance. Totals must be calculated and UDAK information provided. TRV should be forwarded to:

Accounts Payable
19 Hagood Avenue, HOT Suite 401
P.O. Box 130010

ATTACHMENTS

LINK TO TRAVEL REIMBURSEMENT VOUCHER:

<http://academicdepartments.musc.edu/vpfa/forms/ap/tr.doc>

TRAVEL REIMBURSEMENT VOUCHER INSTRUCTIONS

1. TIN number, employee identification number or social security number (used when payment is being made to an outside vendor or non-employee).
2. Name of individual, organization or vendor to whom check is payable.
3. Name of Traveler.
4. Traveler's employee id number or Social Security number for non-employee. (REQUIRED)
5. Date the Travel Reimbursement Voucher is typed.
6. Original signature of traveler. If traveler is unavailable, departmental representative may sign and initial TR.
7. If claiming POV miles, check the statement that indicates whether a motor pool vehicle was available or not or make a statement at the bottom of the form if the statements are not made available on your form. (The reimbursement rate is 50.5 cents per mile if one was not available. It is 46.5 cents if one was available and the traveler still used a personal vehicle.)
8. Date of departure and date of return.
9. D = Departure Time; A = Arrival Time.
10. Time of departure and arrival time.
11. AM or PM of departure and arrival time.
12. Destination of Traveler, departure destination of Traveler and miscellaneous information, i.e., advance registration, advance airfare, advance subsistence, taxi, business phone calls.
13. Number of miles traveled by privately owned vehicles.
14. Amount to be reimbursed to Traveler for private vehicle use.
15. Amount to be reimbursed to Traveler for meals. If requesting reimbursement for meals, the arrival and departure times as well as the starting point and destination must be shown on the travel reimbursement voucher.
16. Amount reimbursed to Traveler or paid to vendor for lodging.
17. Amount reimbursed to Traveler or paid to vendor for air transportation.

18. Amount reimbursed to Traveler or paid to vendor for other transportation, i.e., taxi, bus fare, rental car.
19. Miscellaneous travel expenses, i.e., business phone calls, parking, tolls, gas for rental car.
20. Amount reimbursed to Traveler or paid to organization for registration.
21. -27. Item totals of lines 14-20.
28. UDAK information - entity.
29. UDAK information - five digit account number.
30. UDAK information - six digit unit number.
31. UDAK information - five digit project number.
32. UDAK information - four digit reporting number
33. UDAK information - two digit reporting number (only used for Grant UDAKs)
34. Amount to be charged to each UDAK.
35. Specific purpose of trip (supporting documentation must be provided; please spell out all acronyms) i.e., agenda, newsletter, brochure, registration form.
36. Signature of authorized departmental representative. Payee may not sign his own travel reimbursement voucher as authorized representative. (REQUIRED)
37. Home address of individual, organization, or vendor to whom check is payable. If individual, home address must be used. (REQUIRED)
38. Name of person or place to whom check is to be mailed, if other than Payee. (REQUIRED)
39. Address of person or place to whom check is to be mailed, if other than Payee. (REQUIRED)
40. Total of items in column 34; this total should also equal the grand total of items 21 - 27.

**MEDICAL UNIVERSITY OF SOUTH CAROLINA
TRAVEL INTINERARY DATA SHEET**

THIS FORM AUTHORIZES TRAVELER TO CONDUCT BUSINESS FOR THE DEPARTMENT OF _____ WHILE IN A TRAVEL STATUS FOR THE MEDICAL UNIVERSITY OF SOUTH CAROLINA.

NAME: _____

ADDRESS: _____

EMPLOYEE ID OR SOCIAL SECURITY # OF TRAVELER: _____

DESTINATION: _____ APPROXIMATE MILEAGE _____

PURPOSE OF TRIP:

DATE AND ESTIMATED TIME OF DEPARTURE: _____

DATE AND ESTIMATED TIME OF RETURN: _____

IN CASE OF EMERGENCY, NOTIFY THE FOLLOWING: _____

NAME: _____

ADDRESS: _____

TELEPHONE #: _____

MODE OF TRANSPORTATION

PERSONAL CAR: _____ DEPART _____ RETURN _____

AIRLINE: _____ FLIGHT # _____ DEPART _____ RETURN _____

LODGING:

HOTEL NAME

ADDRESS:

NUMBER WHERE TRAVELER CAN BE REACHED:

RESERVATIONS GUARANTEED: YES _____ NO

COMMENTS:

BUDGET INFORMATION - TO BE FILLED OUT BY WORKGROUP APPROVER

WORKGROUP NAME:

UDAK:

WORKGROUP APPROVAL SIGNATURE:

DEPARTMENT HEAD APPROVAL

TRAVELER'S SIGNATURE

TRAVEL ITINERARY DATA SHEET INSTRUCTIONS

1. Department name.
2. Traveler's name and home address.
3. Traveler's Employee ID or Social Security Number (Non-employee)
4. Traveler's destination.
5. Estimated mileage if driving to destination.
6. Purpose of trip.
7. Estimated time and date of departure.
8. Estimated date and time of return
9. Name, address and telephone number of person MUSC should contact in case of an emergency.
10. Indicate if a personal vehicle will be used for the trip.
11. Name of airline, flight number, departure time and return time.
12. Name and address of hotel where traveler will be staying
13. Telephone number where traveler can be reached while on trip.
14. Check if the traveler's reservations are guaranteed
15. Provide any comments or information not previously noted about the trip.
16. Authorizing signature.
17. Traveler's signature.

TRAVEL SMART QUICK CHECK LIST

If payee and traveler are not the same:

- Include vendor number and include the traveler's employee identification number
- Attach the vendor invoice

Include the signature of the traveler and authorized approver signature

Complete the date and time of departure and date and time of arrival home

Purpose of trip

- Indicate on the TRV the purpose of the trip
- Attach backup documents showing dates and times of meeting/conference, etc.

POV – Privately Owned Vehicles

- Mileage reimbursement rate is 50.5 cents per mile if a motor pool vehicle is not available or 46.5 cents per mile if one was available and the traveler still used his/her own personal vehicle.
- Gas reimbursements are not allowed except on rental vehicles

Meal Allowances – See page 4 of Travel Smart Handbook

Lodging – include only room rate and tax in this column

- Attach itemized hotel bill showing:
 - Proof of payment by traveler
 - Daily room rate and tax
- If daily room rate, before tax, is \$300 or greater, attach justification explaining why this particular hotel was used versus a less expensive one

Air Transportation – attach proof of payment showing who made the payment

Other Transportation – original receipts are needed:

- Rental cars
 - Gas charges are reimbursable, mileage is not
 - Attach rental justification
- Taxis
- Buses
- Trains

Miscellaneous travel expenses – original receipts are needed:

- Parking
- Tolls
- Telephone charges

- Internet charges
- Other business related expenses

Registration fees – attach form and receipt showing fee amount and payment information

Receipts:

- Original receipts must be attached to the TRV
- Receipts smaller than letter size paper should be taped to a blank sheet of paper
- Missing receipts – attach justification

Foreign Travel:

- Convert foreign monies to US dollars at <http://www.fxconverter.com>
- Attach a copy of the conversion sheet to the TRV

If more than one traveler is included on your TRV, attach name, signature and employee identification number for all travelers.

In state or out of state travel:

- Traveler coming into SC is considered in state travel as well as travel within the state
- Traveler leaving SC is considered out of state travel

EXPENSE ACCOUNT CODES FOR TRAVEL:

51501 Employee Travel – Domestic

51502 Employee Travel – Foreign

50236 Non Employee Travel

50237 Registration

50503 Faculty Recruitment

ALL TRAVEL POLICIES AND PROCEDURES ON TRAVEL ARE AVAILABLE ON-LINE AT:

<http://academicdepartments.musc.edu/vpfa/policies/index.htm>

Use the drop-down to select Chapter 7 - TRAVEL

JUSTIFICATIONS/EXPLANATIONS REQUIRED

1. Car Rentals - A justification needs to be included with ALL rental car reimbursement requests. This justification needs to state the purpose of travel and explain the need for a rental car.
2. Excess Baggage- MUSC will pay for the first bag checked for travel (with a receipt) but normally will not pay for a second or over weight bag charge. If there are circumstances that can justify payment, an explanation must be provided.
3. Airfare/Registration Charges for Employees Not Charged on the P-Card - All employee airfares and all registrations should be prepaid with the P-Card. Justification is needed if the travelers makes the purchase and requests a reimbursement.
4. Lodging cost over \$300 (before taxes) - Any lodging charge over \$300 per night is not normally paid by MUSC. If there are circumstances to justify payment greater than \$300, an explanation must be provided.
5. Out-of-State Travel in a Private vehicle – Requests for reimbursement for use of a private vehicle for out-of-state travel must be accompanied by an airline quote. The traveler must show why it is more economical to be reimbursed at 50.5 cents per mile versus airfare. The lesser amount will be paid.
6. Lost receipts – If a receipt is lost or cannot be provided, an explanation is required along with the statement that this is only request for reimbursement and will not be reimbursed from another fund source.
7. Porterage fees – These fees will only be reimbursed when flying in/out of a major city that requires the fee or when heavy equipment in needed to conduct state business. An explanation must be provided.