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Applicability: All Employees and Commission Members of the South Carolina Department of Disabilities and Special Needs

I. PURPOSE

This Directive provides a uniform travel policy designed to achieve reasonable economy while traveling on business. South Carolina Department of Disabilities and Special Needs (DDSN) employees and Commissioners should exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excessive costs, indirect routes, delays or luxury accommodations that are unnecessary and unjustified in the performance of an assignment are not considered prudent. Transportation to and from points of arrival and departure should be accomplished by the most economical method.

Expenditures for travel shall not exceed those allowable under State of South Carolina travel regulations, which are the standard for South Carolina Medicaid cost reporting. Any deviations must receive prior written approval of provider management documenting the reasons and justification thereof.

II. APPLICABILITY

These procedures should be followed by all employees and Commission members of DDSN.

III. POLICY

Travel expenses may be reimbursed for allowable items up to the amounts permitted according to the following regulations governing state travel are specified in the South Carolina Appropriations Act, General Provisions Section 89-X90; the State Plan under Title XIX of the Social Security Act; and the Comptroller General's Office Policies and Procedures Manual (Subsistence: Section 3). A summary of those regulations follows:

Mileage

Travelers on official DDSN business should utilize state vehicles in lieu of personal vehicles. In order to be reimbursed for mileage in the event that a private vehicle is used, employees must obtain documentation that either a state vehicle was not available or that special permission to use a private vehicle was granted via a "Certificate of Non-Availability of State Vehicle" form (see Attachment A). The South Carolina Appropriations Act allows for reimbursement of business use of a privately-owned vehicle when agency vehicles are not reasonably available at a standard business mileage rate equivalent to the rate established by the Internal Revenue Service (IRS).

Lodging

Overnight travel requests require the prior approval of the State Director or an agency Executive reporting directly to the State Director via a "Permission for Travel" form (see Attachment B). If approved, employees on official agency business more than 50 miles from the employee's headquarters or residence will be allowed reimbursement for expenses incurred for lodging not to exceed the current allowable rate for the destination city or county per the U.S. General Services Administration's website (www.gsa.gov). If travel expenses must exceed allowable limits, prior approval must be obtained from the State Director using a "Request for Lodging in Excess of Allowable Cost" form (see Attachment C).

Meals

Reimbursement for employee meal expenses will be allowed only when there is overnight travel. If an employee's travel is approved, the employee may be reimbursed for the actual expenses incurred in obtaining meals, not to exceed \$35 per day, except in areas outside of South Carolina. In this event, the maximum daily reimbursement for meals shall not exceed \$50.

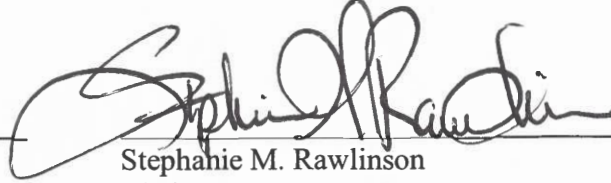
Reimbursement Claims

Claims for travel reimbursements should be made using official DDSN and Comptroller General's Office reimbursement form (see Attachment D). All reimbursement claims must be

approved by the employee's immediate supervisor before forwarding for processing.



Barry D. Malphrus
Vice Chairman



Stephanie M. Rawlinson
Chairman

To access the following attachments, please see the agency website page "Current Directives" at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment A:	Certificate of Non-Availability of State Vehicle
Attachment B:	Permission for Travel
Attachment C:	Request for Lodging in Excess of Allowable Cost
Attachment D:	Travel Support Document