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

## **I. PURPOSE**

This Departmental Directive establishes a uniform travel policy designed to achieve maximum economy in the performance of travel necessary when conducting official department business and to ensure the employees and commission members of the South Carolina Department of Disabilities and Special Needs (DDSN) are fairly reimbursed in accordance with state regulations.

## **II. APPLICABILITY**

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

## **III. POLICY**

Travel should be reimbursed for allowable items up to the amounts allowed by state and federal regulations unless the State Director has established a more restrictive limit. Current regulation and reimbursement guidelines can be found in Sections 1.7 and 3.9 of the DDSN Finance Manual located on DDSN's Microsoft Office SharePoint Server (MOSS).

Claims for travel reimbursements should be made using official DDSN and Comptroller General's Office reimbursement forms as referenced in Section 3.9 of the Finance Manual. All

### **DISTRICT I**

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

### **DISTRICT II**

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

reimbursement claims must be approved by the employee's immediate supervisor before forwarding for processing.

Overnight travel requests require the prior approval of the State Director or the Associate State Director—Administration via a "Permission for Travel" form. 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. These forms are located in Section 3.9 of the Finance Manual.

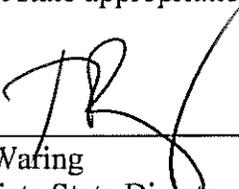
A hotel bill for an employee on authorized Agency business may be submitted directly to DDSN if a prior agreement to bill is obtained from the hotel in advance of the stay. The agreement by a hotel to accept an agency purchase order constitutes prior agreement. It is the responsibility of regional purchasing officials to obtain a hotel's agreement prior to issuing a purchase order. Hotel reservations should be made in accordance with Section 1.7.5 of the Finance Manual.

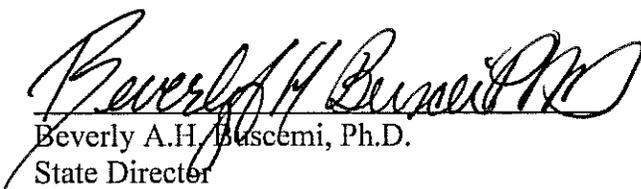
The maximum hotel lodging rate allowed while in approved overnight travel status is an amount consistent with current federal government travel regulations. The United States General Services Administration (GSA) website ([www.gsa.gov](http://www.gsa.gov)) displays current maximum lodging rates by destination city. If a traveler's destination city is not listed, the current standard rate should then be applied as stated on the GSA website. If the maximum lodging rate must exceed allowable limits, approval of the State Director is required as stated previously. Refer to Sections 1.7 and 3.9 of the Finance Manual.

If Agency approved travel includes the expense of airline tickets and hotel lodging, purchase for airline tickets may be made using a state purchasing card. Hotel lodgings must be billed directly to DDSN as per above, or purchased by the individual and claims for reimbursements made using official DDSN and Comptroller General's Office reimbursement forms as referenced in Section 3.9 of the Finance Manual. The guidelines for such purchases can be found in Sections 1.7 and 3.37 of the Finance Manual.

Advance payment for travel and subsistence should be made only under exceptional circumstances and upon approval of the State Director. Approval must be consistent with current Comptroller General's Office rules and regulations.

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." (Refer to Section 3.9 of the Finance Manual.) The standard business mileage reimbursement rate for use of a personal vehicle when no state vehicle is reasonably available is consistent with the current state appropriations act and can be found in Section 1.7 of the Finance Manual.

  
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Tom Waring  
Associate State Director-Administration  
(Originator)

  
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Beverly A.H. Buscemi, Ph.D.  
State Director  
(Approved)