

## Travel Tips for Faculty

For a complete explanation of the state's guidelines and policy about state employee travel, visit the [Travel Policy](#) on the [Controller's website](#).

### Reserving and Purchasing Airline Tickets for Travel to Conferences

When traveling by airplane to present at conferences, we often purchase the tickets from Expedia or similar on-line source and pay out-of-pocket for the airline ticket. If you would prefer to have the money come directly from the Department's R&D Account, you can arrange your flight plans through AAA. If you are looking at flights on-line and find a flight that fits your schedule, I am told that you can ask the AAA representative to reserve that same flight. If not paying upfront for your flights appeals to you, please follow these procedures:

1. Complete and submit the Travel Authorization form on the [Controller's webpage](#). Once your TA is approved, you will need the TA# to plan your flight.
2. Contact Connie Kay Eichel at AAA.

Connie Kay Eichel  
AAA Corporate Travel  
2031 Sam Rittenberg Blvd  
Charleston SC 29407  
800 765 6223/Fax 843 763 7708  
Email: [ckeichel@mailaaa.com](mailto:ckeichel@mailaaa.com)  
New hours 8am to 6pm ET

3. Connie will need the following information from you:
  - Your name as it appears on your driver's license,
  - Your date of birth
  - The TA #
  - You can also provide her with your seat preference and SkyMiles information and she'll take care of all of that for you.

Connie will bill the college directly for the airline ticket and she will send your flight itinerary to you via e-mail.

### Registering for Conferences/Paying Conference Fees

As is true with paying for airline tickets, we often pay out-of-pocket for conference registration fees. If you would prefer to have the registration fees paid upfront out of the Department's R&D account, please do the following:

1. Complete and submit the Travel Authorization form on the [Controller's webpage](#). Once your TA is approved, you will need the TA# to plan your flight.
2. Complete and print the conference registration form.
3. Deliver both of these to Courtenay and she will complete an Expenditure Authorization form (which will require your signature and the signature of the Department chair).

These three items will be sent to the Controller's office and their staff will then mail a check and the registration to the conference.

## Determining Meal Reimbursement

When completing a Travel Authorization and/or the Travel Reimbursement form, please use the following guidelines for determining how much money you can be reimbursed for meals. The amount you can be reimbursed depends upon your departure and return times.

### METHOD OF DETERMINING SUBSISTENCE OR SINGLE CALENDAR DAY TRAVEL

In determining the maximum amount of subsistence for meals which may be reimbursed, the following time schedule will be adhered to:

		<u>AMOUNT PER MEAL</u>	
<u>If Departure Time Is:</u>	<u>And If Return Time Is:</u>	<u>In State Maximum \$25/day</u>	<u>Out-of-State Maximum \$32/Day</u>
1. Before 6:30 A.M.	1. After 11:00 A.M.	\$ 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
2. 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
3. 11:00 A.M. or after and before 5:15 P.M.	1. After 8:30 P.M. (Supper)	\$12.00	\$16.00

## Method Of Determining Subsistence for Overnight Travel

When a State Employee is traveling in or out of the State on official State business, the following maximum reimbursement will apply:

1. The costs of meals will be reimbursed up to the maximum amount as provided for in the Single Calendar Day schedule. The time limitations for breakfast will not apply for overnight trips when returning early in the morning.
2. State employees who are required to perform their duties during the night shall be allowed reimbursement for breakfast even though their arrival time Policy 2.00 – Travel Page 26 of 26 back to residence or headquarters occurs prior to 11:00 A.M. if the following conditions are met:
  - Employee must be in travel status (more than 10 miles from residence and/or headquarters).
  - Employee must be in travel status after 8:30 P.M. for a period of not less than six hours.