



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Travel within Service Area
Number: 2.1.14.1

Responsibility: Administrative Services
Last Updated: November 1, 2023
Related Policy: 2.1.14 Travel

President

Purpose:

College employees are sometimes required to travel within the four-county service area in the routine performance of their jobs. The purpose of this procedure is to outline the management of reimbursement for travel within the college's service area.

Procedure:

1. A full-time employee of Technical of the Lowcountry may be reimbursed for travel within the service area in a personal vehicle in the performance of assigned College responsibilities. Reimbursement is not allowed for travel to or from work, regardless of where the employee begins or ends the workday.
2. Use of personal vehicles will be allowed only when institutional vehicles are not available and/or prior approval has been given by the employee's immediate supervisor and fund administrator.
3. Reimbursement for approved travel will be made according to approved state travel regulations.
4. An employee requesting reimbursement for such travel must submit a signed Reimbursement Claim for Official Travel to the fund administrator by the end of the month. Reimbursement Claims must include Google Map supporting the mileage claimed, except when traveling between TCL campuses.
5. The fund administrator, by signing the form, certifies that all travel had been approved in advance. The fund administrator signs the Reimbursement Claim for Official Travel and forwards it to travel@tcl.edu.
6. The claim will be paid within ten (10) business days. Any necessary change to the claim will be noted on the form and the fund administrator and the requestor will be notified.
7. Mileage reimbursement for business travel that involves departures from the employee's residence or returns to the employee's residence before or after reporting to the campus office will exclude the normal commuting mileage from the residence to the college

campus location.