

When Faculty or Staff member travel for the college, they must complete two forms: a Travel Authorization Request form (before they travel) and a Travel Reimbursement Form (upon return). The Travel Authorization form should be filled out at least 2-4 weeks before the scheduled travel.

Steps to fill out the Travel Authorization Request:

1. Enter the Date that you are filling out the form.
2. Please check In – State or Out of State Travel and and/or anything else that applies.
3. Insert your name next to Traveler.
4. In the Travel To section list where you will be traveling.
5. The Purpose of Travel: Convention, Conference, etc. (Attach appropriate documentation)
6. Mode of Transportation: SCC Vehicle, Rental Car, or Personal Vehicle.

The Mode of Transportation is determined as follows:

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES GROUND TRANSPORTATION	Procedure 7.03.02.02
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1H SBCCC 200.5 Expenditure of State Funds: Travel and Allowances states:

State funds shall be expended for travel consistent with travel procedures prescribed by the Office of State Budget and Management in the state of North Carolina Budget Manual or a policy adopted by the college's board of trustees that is more restrictive than the procedures prescribed in the North Carolina Budget Manual.

In order for the College to be in compliance with the Budget Manual, the following options and mileage reimbursement rates are to be used for ground transportation. The items are listed in priority order.

Vehicle usage of 100 miles round trip or less:

1. Use of a college owned vehicle to maximize the usage first, then;
2. Use a personal vehicle and the actual round trip mileage is 100 miles or less, actual mileage will be reimbursed using the college approved rate as set in Policy 7.03.02 – Travel Reimbursement, then;
3. Use a rental car – utilizing the State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz.

Vehicle usage of 100 miles or greater:

1. Use of a college owned vehicle to maximize the usage first, then;
2. Use of a rental car – utilizing the State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz, then;
3. Use a personal vehicle and the actual round trip mileage is greater than 100 miles, actual mileage will be reimbursed using OSBM established rate in accordance with Policy 7.03.02 – Travel Reimbursement.

For Mileage greater than 500 miles

1. Use a rental car – utilizing the State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz, then;
2. Use of a college owned vehicle, then;
3. Use a personal vehicle and the actual round trip mileage is greater than 500 miles, actual mileage will be reimbursed using the OSBM established rate in accordance with Policy 7.03.02 – Travel Reimbursement.

***If you need to utilize a SCC vehicle or a rental vehicle, then you may call Renea Winchester (ext. 4201) at the Information Desk and she will assist you.

7. It is not necessary to fill in the Subsistence Expenses, Convention Registration Amount, and Total Estimated Expenditures boxes.
8. Fill in the Beginning Date of Travel and the Ending Date.
9. If you are not requesting an advance then your form is complete. You may turn the form into your supervisor for approval and then he/she will send it to the Business office.
10. Complete the Travel Advance Request section if you are requesting a Registration fee to be mailed ahead of time, or if you would like any advance before your trip.
11. Use the Transportation Line for advances, airline tickets, or personal vehicle mileage. If you are taking a rental car and you have the estimated amount you may put it there as well. (However, it is not necessary).
12. Use the subsistence amount section for qualifying meal reimbursements. SCC does not reimburse employees for meals provided during the course of a conference. For example, if the conference agenda lists a continental breakfast is provided, but lunch is on your own, the employee would not qualify for subsistence reimbursement for breakfast, but would qualify for lunch reimbursement (if meeting policy requirements listed below). If a meal is provided during a conference, then employees are not eligible for the subsistence rate for that particular meal.

	In-State	Out-of-State
Breakfast	\$8.40	\$8.40
Lunch	\$11.00	\$11.00
Dinner	\$18.90	\$21.60
Lodging (actual, up to)	\$71.20	\$84.10
Total	\$109.50	\$125.10

Meal Reimbursement (for overnight travel only)

- Breakfast - depart duty station prior to 6 a.m.
- Lunch - depart duty station prior to Noon (day of departure) or return to duty station after 2 p.m. (day of return)
- Dinner - depart duty station prior to 5 p.m. (day of departure) or return to duty station after 8 p.m. (day of return)

13. Use the Lodging amount to document the cost of the hotel. Please include the hotel confirmation with your request so that we can verify the dates and the amount for the advance.

14. The final request line is for the Registration Fee. If there is a cost to attend the conference, etc. then you need to include this amount. If registration payment is required in advance, please include the completed registration form for us to mail with the check. Under name of Vendor please put whom the check should be made out to. If you need to add any other instructions, list them under the additional Vendor Information.

*** For each advance Request please designate whether the money goes to you, or the vendor. If the money is to be paid to someone else, please include that information. Also, fill in the correct budget code for each line.

15. Please sign your name under the Travel Authorization Approval section and forward all forms to your supervisor. Your supervisor will approve and he/she will forward the completed forms to the Business Office.

*** Note – Travel Advances should be delivered via Interoffice mail (unless other arrangement are made) no more than 5 days before the date of travel.