

When Faculty or Staff member travel for the college, they must complete two forms:

- *Travel Authorization Request* (before travel) - submitted at least 2-4 weeks before scheduled travel.
- *Travel Reimbursement* (upon return) - submitted within 30 days of return.

Steps to fill out the Travel Authorization Request:

1. Enter the Date that you are completing the form.
2. Check *In-State* or *Out-of-State* Travel and anything else that applies.
3. Insert your name next to Traveler.
4. In the Travel To section list where you will be traveling. Ex. Raleigh, NC
5. The Purpose of Travel: Convention/Conference/Event name (Attach appropriate documentation)
6. 'Mode of Transportation': SCC vehicle, rental car, or personal vehicle as determined by *SCC Procedure 7.03.02.02*:

| SOUTHWESTERN COMMUNITY COLLEGE | BUSINESS SERVICES GROUND TRANSPORTATION | Procedure 7.03.02.02 |
|---|---|-------------------------|
| 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. | | |
| Legal Citation: | 1H SBCCC 200.5 | |
| Cross Reference: | 7.03.02 – Travel Reimbursement, 7.03.02.01 – Travel Reimbursement | |
| Adopted: | January 25, 2017 | |

***If you need to utilize a SCC vehicle or rental vehicle, you may call the Information Desk (ext. 4201) they will assist you.

7. Fill in the Beginning Date of Travel and the Ending Date.
8. Sign your name under the Travel Authorization Approval section.
9. If you are not requesting an advance then your form is complete. Give the form to your supervisor who will approve and forward it to the Business Office.
10. Complete the Travel Advance Request section if you are requesting a check before your travel:
 - Use the Transportation line for airfare, parking, baggage, or personal vehicle mileage. If you are taking a rental car and you have the estimated amount you may enter it. (However, it is not necessary).
 - Use the subsistence line for qualifying meal reimbursements. Please remember:
 - SCC does not reimburse employees for meals provided during a conference.
 - SCC does not reimburse meals if your trip does not include an overnight stay.
 - Please use current subsistence rates, which are listed on the website or on the bottom of a current Travel Reimbursement form. Contact Accounts Payable if you need assistance.
 - SCC only reimburse meals if they qualify within the following guidelines:
 - 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)
 - Use the Lodging line to document the cost of the hotel. Please include the hotel confirmation with your request.
 - Use the Registration Fees line for the cost to attend the conference or event. If registration payment is required in advance, please include registration information 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 those under the additional Vendor Information.
11. Fill in the Budget Code(s) for your travel.
12. Please sign your name under the Travel Advance Approval section and forward all forms to your supervisor. Your supervisor will approve and forward the completed forms to the Business Office.

*** Travel Advance checks are delivered via Interoffice mail (unless other arrangement are made) approximately 5 days before the date of travel.