

# Overview of State of SC/DHEC Travel Reimbursement Policies for Vendors & Subrecipients

Updated June 2019

Non-state employees, including sub-recipients, who are on official, approved travel status for DHEC related-business AND whose contract with DHEC states specifically that they follow the State travel reimbursement policies follow the same State/DHEC travel reimbursement policies that State employees follow. And they must provide the same documentation and receipts that a state employee would provide.

DHEC and the State Comptroller General's Office have the authority to deny any travel reimbursement requests that do not follow the State and DHEC travel reimbursement policies. This overview is not a substitute for reading and understanding the full travel reimbursement policies in the DHEC Travel Manual. Please see the manual for more detailed information.

Note that if a non-state employee is traveling from out-of-state to SC while on official, approved travel status for DHEC related-business, all of the trip's reimbursable expenses are processed as in-state and the meals follow the State of SC's in-state rates. If a non-state employee travels from SC to out-of-state while on official, approved travel status for DHEC related-business, all of the trip's reimbursable expenses are processed as out-of-state and the meals follow the State of SC's out-of-state rates.

## TRAVEL REIMBURSEMENT DOCUMENTATION REQUIREMENTS:

1. **DHEC 103 Manual Travel Expense Report.** A DHEC manual travel expense report is available upon request in PDF and Excel formats. The vendor must complete a DHEC 103 Manual Travel Expense Report or comparable form and must include the following information:
  - the itemized expenses for each day
  - the departure time from home or office for the first day of their trip
  - the arrival time to home or office for the last day of their trip
  - signature for the vendor's traveling employee
  - signature for the DHEC supervisor involved with the vendor's project
2. **DHEC 104 Out-of-State Travel Form.** This form is required to be completed if DHEC is reimbursing or paying travel expenses for DHEC related-business conducted outside of the state of South Carolina.
3. **DHEC 178 Travel Log.** Optional, available tool for the traveler to keep track of their travel expenses.
4. **Receipts.**
  - Itemized, paid receipts are required for the following types of expenses:
    - **Lodging.** Must show hotel name, hotel address, name of room occupant, dates of stay, amount charged for nightly rate, taxes and fees, and total amount due. When reimbursing the employee, the hotel invoice must show a zero balance to support reimbursing the employee.
    - **Airfare.** Must show airfare rate/charges and flight itinerary. Airline baggage fees are reimbursable and require receipt.
    - **Other transportation** such as major buses, Amtrak and rental cars. Taxis, subways, metro, etc., do not require receipt; however, please explain amounts on travel form.
    - **Miscellaneous expenses**, such as the following, purchased for DHEC-related business use while on travel status:
      - parking,
      - telephone calls,
      - internet/wi-fi access,

- gasoline for rental or State cars. Receipt must include vehicle tag number. (Considered Misc Travel Expense but uses 5031530000 Gasoline GL code),
- faxes,
- maps, and other supplies
- **Registration fees.** Must include paid registration receipt showing event name, dates, amount paid, and an agenda showing if meals are included in fee or not.
- Receipts are NOT required for the following reimbursable travel expenses:
  - Regular meal receipts at or below State allowances and not included in registration fees are not required.
  - Tolls, taxi, subway, airport shuttle, metro, and portage (mandatory charge for carrying bags in/out of hotel, NOT a tip).

**OVERVIEW OF MOST COMMON TRAVEL EXPENSES:**

**MILEAGE.**

- Mileage is only reimbursed when driving their own car. Mileage is not reimbursed for using a rental car.
- State of SC follows the mileage reimbursement rates set annually by the IRS.

| MILEAGE TYPE  | Reimbursement Rate* for travel dates... |                        |
|---------------|---|------------------------|
|               | 7/1/2019 TO 12/31/2019                  | 1/1/2020 TO 12/31/2020 |
| REGULAR MILES | \$0.58 per mile                         | \$0.575 per mile       |
| REDUCED MILES | \$0.54 per mile                         | \$0.535 per mile       |

\*Rate published by the Office of the Comptroller General. Rate may change annually on Jan 1.

**MEALS.**

- Must be at least 10 miles from their assigned headquarters and residence on official, approved travel status for DHEC related-business for DHEC to reimburse for meals.
- **DHEC follows the State of SC meal reimbursement rates, NOT the Federal GSA meal and incidental rates.**
- Meals for non-state employees who are on official, approved travel status for DHEC-related business are reimbursable ONLY at the State daily allowable meal amounts.
- **DAILY MEAL ALLOWANCE RATES**

| DAILY     | <u>TRIP DATES ON OR BEFORE JUNE 30, 2019</u> |              | <u>TRIP DATES ON OR AFTER JULY 1, 2019</u> |              | Departure from home or HQ... | Arrival back to home or HQ... |
|-----------|--|--------------|--|--------------|------------------------------|-------------------------------|
|           | In-State                                     | Out-of-State | In-State                                   | Out-of-State |                              |                               |
| Breakfast | \$6.00                                       | \$7.00       | \$8.00                                     | \$10.00      | prior to 6:30 am             | after 11:00 am*               |
| Lunch     | \$7.00                                       | \$9.00       | \$10.00                                    | \$15.00      | prior to 11:00 am            | after 1:30 pm                 |
| Dinner    | \$12.00                                      | \$16.00      | \$17.00                                    | \$25.00      | prior to 5:15 pm             | after 8:30 pm                 |
| Maximum   | \$25.00                                      | \$32.00      | \$35.00                                    | \$50.00      | prior to 6:30 am             | after 8:30 pm                 |

\*The time limitation for breakfast will not apply for overnight trips with early morning returns.

- The travel expense report must include the departure time from home or headquarters for the first day of the trip and the arrival time back to home or headquarters for the last day of the trip.
  - For the first day of the trip, they would use the Departure column in the table above to decide which meals they are eligible for based on their departure time. For example, they must depart home or HQ before 6:30am on the first day to be eligible for breakfast reimbursement.
  - For the middle days of the trip, times are not required, and they receive the maximum in-state or

out-of-state daily amount for meals, if meals are not included already in a registration or hotel stay.

- For the last day of the trip, they would use the Arrival column in the table above to decide which meals they are eligible for based on their arrival time. For example, they must arrive back at home or HQ after 8:30pm on the last day to be eligible for dinner reimbursement.
- Meals for one-day trips (no overnight stay) follow the same daily allowable amounts listed above but they follow special rules for reimbursement eligibility.
  - One Day Trip (No Overnight Stay and Meal NOT Included with Registration). In most cases, one-day meals are NOT reimbursable. If the employee has a one-day trip with no overnight stay, meals are not reimbursable unless they are at least 10 miles from headquarters and residence AND meet these other requirements:
    - Dinner is reimbursable only if the employee leaves headquarters before 5:15 pm and returns after 10:00 pm.
    - Breakfast and lunch are not reimbursable for one-day trips unless the employee has written Bureau Director approval AND follows the departure and arrival times for both meals.
    - Meals already paid as part of a registration fee are not reimbursable to the employee.
  - Any meals claimed for a one-day trip are subject to income tax, except for non-optional meals included in registration fees. Please talk with your tax consultant regarding any reporting requirements.
- If the non-state employee attends a conference or meeting where the registration fee includes a meal, then the non-state employee is not reimbursed for that meal, unless a valid, written justification is provided to explain why they couldn't participate in the meal.
  - Meals Included with Registrations:
    - If an employee is requesting reimbursement for a registration fee they paid that includes a meal(s) (breakfast, lunch, or dinner; NOT a continental breakfast or "reception"), State policy requires that meals included in registration fees at no option be separated from the total amount of the registration fee and claimed as a meal at the State rate on the travel document. This does not result in any loss of reimbursement to the employee, but is simply a matter of accounting.
    - If a meal is included in a direct bill registration fee or lodging fee, the employee should not claim additional reimbursement unless the employee is unable to eat the included meal and pays for a substitute meal out-of-pocket. The claim will be restricted to the same rates as any other meal reimbursement.
- If the hotel provides a hot breakfast (including a hot protein like eggs, bacon, etc.; does not include a "continental" breakfast) as part of the hotel rate, they do not receive a separate breakfast reimbursement. They only receive a breakfast reimbursement if they pay for breakfast out of their own pocket and it meets the time-of-day restrictions for the meal reimbursements.

## **LODGING.**

- Must be at least 50 miles from their assigned headquarters and residence on official, approved travel status for DHEC related-business for DHEC to reimburse or pay hotel direct bill for overnight accommodations.
- Paid lodging "folio" receipt showing nightly rate is required for reimbursement.
- **State of SC agencies follow the official GSA maximum lodging rates, available at GSA.gov.** The nightly rate before taxes charged by the hotel must be at or below the GSA max lodging rate. The GSA max lodging rate is before taxes. Taxes on the GSA max lodging rate are reimbursable.
- Be aware that some hotels may say they have a "government" or "special" rate, but it may still be higher than the official GSA max lodging rate. State of SC only acknowledges the official GSA max rate.

**AIRFARE.** When making airline reservations, whoever makes the reservation should secure the most cost- efficient flight, taking advantage of any cost savings that may be available at the time of travel. In accordance to State policy, "State agencies and employees shall select air carriers based on cost and time criteria, not on whether frequent flyer premiums are given. First class and business class airlines tickets are not allowed." The employee must fly at the lowest rate available and any extras will be at the employee's cost.

- Itemized airfare receipt is required showing entire itinerary.
- Baggage fee is reimbursable and baggage receipts must be included with travel reimbursement claim.
- Any charges for flight changes must include an explanation/justification. Charges for flight changes can only be reimbursed if there is a cost benefit to Agency to change the flight.

**RENTAL CAR.** If the non-state employee drives a RENTAL CAR while on official, approved travel status for DHEC related-business, then the mandatory, non-optional expenses on the rental company's invoice can be paid.

- Requires paid receipt.
- In addition to the fee to rent the car, the rental company may also charge for mileage used while the car is rented, where they check the rental car's odometer before and after the trip. If that is on the rental company's bill, DHEC can pay that.
- Optional items can NOT be paid or reimbursed by DHEC.
- DHEC can NOT reimburse the non-state employee for personal-car mileage at the current IRS mileage rates when a rental car is used instead of a personal car.
- DHEC can reimburse the non-state employee for gasoline for the rental car during the rental period. The gas receipt or credit card statement showing the expense must be provided WITH the rental car's license plate number written on the receipt. Note that the rental car license plate often appears on the rental car receipt or contract. Gas for a rental or State car is considered a Misc Travel Expense but uses 5031530000 Gasoline GL code.

**TAXI, AIRPORT SHUTTLE, AND METRO.** These three types of "other transportation" do NOT require receipts but are reimbursable. If they do have the paid receipt, it is nice to see it with the travel reimbursement, but again, the receipt is not required for these. Tips are NOT reimbursable.

**TOLL ROADS.** Reimbursable but receipts are NOT required.

**TIPS VS. PORTERAGE.** Tips are NOT reimbursable. Porterage, a mandatory charge for carrying bags in/out of a hotel, is reimbursable and does NOT require a receipt.

**MISCELLANEOUS TRAVEL EXPENSES.**

- Reimbursed with a paid receipt:
  - parking fees,

- gas for rental or State car (with car license plate number written on receipt)  
(considered a Misc Travel Expense but uses 5031530000 Gasoline GL code),
- internet/wifi access for business use,
- hotel safe fees for business use,
- phone calls for business use.
- Reimbursed but do not require a receipt:
  - tolls,
  - portage (charge for carrying bags in/out of hotel-- NOT A TIP).