

non-state employee travel

All allowances paid to non-state employees are the same as those that are paid to State employees. The travel rules and regulations will be the same for both, including required receipts, allowances, and departure/arrival times.

DHEC BUSINESS-RELATED TRAVEL

To reimburse a non-state employee for approved DHEC business-related travel,

1. **Non-State Employee must be in SCEIS Vendor Database.** If they are not already in SCEIS as a vendor, then the non-state employee must add their name, Social security number and address to the database here: <http://procurement.sc.gov/vendor/registration>. Instructions are available on the DHEC intranet at: http://dhecnnet/co/financial_management/docs/VendorRegistrationLetter.pdf
2. **Complete a DHEC 103 Travel Expense Report.** Reimbursable travel expenses must be itemized on the DHEC 103 form. The program's area travel coordinator can key the expenses in TravWin or the non-State employee can complete a manual DHEC 103 form.
3. **Attach Supporting Documentation.** Any applicable receipts and documentation for the reimbursable travel expenses (same as required for State employees) must be attached to the DHEC 103 form.
4. **Reimbursement Justification.** Attach the required explanation as to why non-state employee expense reimbursements are being requested.
5. **Supervisor Must Review Expenses.** The program area's supervisor must review the expense report following the same travel policies and rules as for State employees.

DIRECT BILL OR REGISTRATION FEES

For payment of direct bills or registration fees, the same documents are required to process payments as required for state employees.

SCEIS PROCESSING INSTRUCTIONS

1. Enter into SCEIS as a FR or through FV60 all travel expenses paid to or for a non-state employee.
2. Code all non-state employee travel, direct billing expenses, registration fee expenses to 5021430000 Non-State Employee Travel. Meals included in registration fees do not need to be broken out.

Exception: Non-State Advisory Council members who submit travel must use state travel account numbers.

travel expenses paid directly to vendor

SCEIS FV60 or FR process is used to pay vendors directly for travel expenses (lodging, airfare, rental cars, etc.).

LODGING PAID DIRECTLY TO VENDORS

- **ACTUAL LODGING CHARGES.** Direct billing of hotel charges will be limited to:
 - Nightly room rate,
 - tax, and
 - the hotel's fixed charges for telephone.
- **ALLOWABLE LODGING EXPENSES.** These lodging expenses are allowable but must first be paid by the employee to the hotel and then be reimbursed to the employee by DHEC on the Monthly Travel Expense Report, **DHEC Form 103**, in accordance with State travel rules and regulations:
 - hotel parking
 - safe for business use
 - personal calls (limited to one brief call each day)
 - internet/wifi access for business use only, and
 - business calls or fax services
- **NON-REIMBURSABLE LODGING EXPENSES.** The following lodging expenses are not reimbursable and payment of these expenses to the hotel are the responsibility of the traveling employee:
 - food
 - movies
 - bar
 - room service
 - fitness room
 - safes for personal use
- **TRAVEL EXPENSE DOCUMENTATION REQUIREMENTS:**
 1. The hotel bill must show one person in the room or have an explanation as to why more than one person is listed.
 - a. If the other party is a State employee, both SCEIS employee vendor numbers must be entered in the funding "Text" field on separate lines with half of the charges listed to each SCEIS employee vendor number.
 - b. If the other party is not a State employee, you will need to state whether the room rate is the same for single and double occupancy. If not, the employee must pay the difference to the hotel upon check out.
 2. If non-billable charges are not paid by the employee upon check out, such as hotel parking, wi-fi, or hotel safe, the employee must attach a personal check made payable

to the hotel for these expenses to the SCEIS document. When the canceled check is received, the employee can then file for these allowable lodging expenses on the DHEC 103 Monthly Travel Expense form.

SCEIS PROCESSING REQUIREMENTS:

1. **If paying with FR**, the program area’s travel/finance coordinator will create a FR, write the FR on the hotel invoice, and forward it to Accounts Payable staff in Bureau of Financial Management to process in SCEIS FV60 with the appropriate state travel expense account numbers.
2. **If program area’s travel coordinator or financial/AP staff member can direct pay the invoice in FV60**, they will assign the funding and process the invoice in the program area through SCEIS FV60 with the appropriate state travel expense account numbers.

AIRFARE, RENTAL CARS, OTHER TRAVEL EXPENSES PAID DIRECTLY TO VENDORS

If using DHEC’s Alamo Rental Car Charge Card, then see [page 18](#) under “Other Transportation.”

SCEIS PROCESSING REQUIREMENTS:

1. **If paying with FR**, the travel/finance coordinator will create a FR, write the FR on the invoice, and forward it to Accounts Payable staff in Bureau of Financial Management to process in SCEIS FV60 with the appropriate state travel expense account numbers.
2. **If program area’s travel coordinator or financial/AP staff member can direct pay the invoice in FV60**, they will assign the funding and process the invoice in the program area through SCEIS FV60 with the appropriate state travel expense account numbers.

cell phones

REIMBURSEMENT FOR DHEC BUSINESS-RELATED CELL PHONE USAGE ON PERSONAL CELL PHONE PLANS

Calculate Reimbursement for Cell Phone Users that Receive Free Minutes:

1. Mark all business calls.
2. Add up all the minutes of the business calls excluding the roaming business calls for now.
3. Divide the total business call minutes by the bill’s total air minutes (not roaming minutes).
4. Take the percentage of step #3 and multiply the monthly usage fee (not including roaming charges) by this percentage.
5. Add this total to any actual business roaming charges.
6. Multiply by 8% tax and this is the reimbursement amount.

Calculate Reimbursement for Cell Phone Users That Do Not Receive Free Minutes:

1. Mark all business calls.
2. Add up the charges for all the calls.
3. Add 8% to the total of the calls to get reimbursement amount.

Basic Rules to Follow:

1. Must provide COMPLETE phone bill.
2. Phone bill must show the cell phone account holder's name. A statement needs to be added if the phone is in a spouse's or other person's name.
3. Mark claimed calls on the bill.
4. If the user gets free minutes, be sure to include all minutes when getting total minutes of bill. Some phone companies list the minutes for long distance and roaming on separate pages, then peak and off peak minutes.
5. List the formula you are using to get the amount of reimbursement on the bill.

Note: If an employee claims that they use their personal cell phone a majority of the time (i.e. in excess of 50%) for DHEC business, then management should consider if it would be less expensive for the Agency to provide the employee with a DHEC cell phone.

Verification of business calls should be done by having the employee notate each phone call on their bill as either business or personal. For questionable claims, the supervisor may want to use the free website www.anywho.com using the reverse lookup feature.

PERSONAL CELL PHONE USAGE ON DHEC CELL PHONE PLANS

Any employee who is issued a cell phone covered under any DHEC cell phone plan is responsible for any charges on that phone for any costs incurred outside of normal business usage. An employee is entitled to one personal phone call home per day while under travel status; however, the phone call must be reasonable in length. The employee should also be a prudent person in determining the most cost effective means of making that phone call (i.e. land line direct dial, telephone credit card, or cell phone).

Steps to Calculate Reimbursement:

1. Mark all unauthorized personal calls.
2. Add up the charges for all the calls.
3. Add 8% to the total of the calls to get reimbursement amount.