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## Travel Reimbursement

Administration  
Policy No. 1060

Revision Date: January 27, 2014  
Last Revised: September 16, 2013

### Policy Statement

In general, travel and transportation at the Richland County Recreation Commission's expense will be authorized only when officially justified and by those means which meet Commission requirements consistent with good management practices.

### **GUIDANCE:**

RCRC employees and commissioners on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excessive costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered acceptable as exercising prudence. Travel by commercial airlines will be accomplished in coach or tourist class, except where emergencies require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method. For the purposes of this policy, RCRC Commissioners are afforded the same travel reimbursement privileges as regular full-time employees except as noted in the policy.

### **REIMBURSEMENT:**

#### Lodging:

RCRC employees and commissioners, upon presentation of a paid receipt, shall be allowed reimbursement for actual expenses incurred for lodging when traveling on official Commission business.

#### Meals and Incidental Expenses:

RCRC employees and commissioners will be reimbursed for meals and incidental expenses while on official Commission business at the per diem rate set by the U.S. General Services Administration (GSA). In accordance with GSA guidelines, per diem for the first day of travel and the last day of travel is calculated at 75%. The GSA establishes per diem rates for the lower 48 continental United States, which are the maximum allowances that RCRC employees and commissioners are reimbursed for expenses incurred while on official travel. GSA per diem rates are updated each October 1.

**Mileage:**

When traveling on official business, employees of the Recreation Commission should use RCRC Motor Pool vehicles. Employees, who travel on official business using a personal vehicle, even though a RCRC vehicle is available, **will not** be reimbursed for mileage. When an RCRC Motor Pool vehicle is **not** available and an employee of the Richland County Recreation Commission uses his or her personal vehicle in traveling on necessary official business, mileage will be reimbursed at the rate set for employees of the State of South Carolina or the current standard business mileage rate established by the Internal Revenue Service.

Employees are not reimbursed for travel directly to and from home to their headquarters (“permanent” place of employment). However, when an employee leaves on a business trip directly from his or her home and does not go by the employee’s headquarters (“permanent” place of employment), the employee may be eligible for reimbursement for actual mileage beginning at his or her residence and when an employee is traveling home from a business trip that did not originate at his or her headquarters (“permanent” place of employment) the employee may be eligible for reimbursement for travel home. Also, an employee called back to work for an emergency that has not been issued an RCRC vehicle may be reimbursed for mileage to and from home.

Employees who are required to work at a second work site or attend a meeting after reporting to their primary job location can be reimbursed for mileage with prior approval from the Division Head and signed by the Executive Director. In these instances, employees should make every effort to car pool when practical.

Note: When traveling for necessary official business, Commission Board Members (Members of Committees, Boards, Commissions Established by Act) may be reimbursed for mileage at the rate set for employees of the State of South Carolina or the current standard business mileage rate established by the Internal Revenue Service.

Mileage must be documented on a mileage log and when approved will be reimbursed through Accounts Payable monthly.

**Miscellaneous Expenses:**

Other expenses such as taxis, parking and valet services will be reimbursed at reasonable rates. Every effort must be made to obtain receipts or other documentation.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: January 27, 2015  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.