

Virtus Academy of South Carolina
Travel and Meals Policy and Procedures

All VASC travel expenses incurred by VASC employees must receive prior approval by either the Principal or the Board Chair or Board Treasurer (if the expenses are incurred by the Principal).

PRIOR TRIP EXPENSES:

Registration

VASC will pay the registration fee in advance for attendance at prior approved conference(s), seminar(s), or workshop(s). Any meal included in the registration fee cannot be claimed on an expense report even if the traveler chooses not to partake of the meal. An itinerary should be attached to all expense reports that request per diem.

Transportation

All flights should be booked in advance using a VASC credit/debit card. If the traveler elects to book their flight expenses on their personal credit/debit card, then the traveler will not be reimbursed for flight expenses until returning from travel.

Lodging

VASC will pay for hotel lodging in advance for attendance at prior approved conference(s), seminar(s), or workshop(s). All lodging should be booked using a VASC credit/debit card. If traveler elects to book their lodging expenses on their personal credit/debit card, then the traveler will not be reimbursed for the lodging expenses until the return from travel. Hotel reimbursements for one-day meetings will not be reimbursed unless arrangements have been pre-approved with the Principal and/or Board Chair. Hotel lodging may be paid for the day before a one-day or multiple-day conference, seminar, or workshop only if the program starts at or before 8:00 am and the travel time is two and a half hours or more.

Staff members have to check the maximum funds that can be expended for lodging using the US General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

POST TRIP REIMBURSEMENTS:

Per Diem

VASC will not issue travel reimbursement for travel less than an hour away from the school. Meals may be reimbursed for actual expenditures incurred up to the state's meal allowance when an employee is traveling on school business. Maximum reimbursable amounts and the following time schedule must be adhered to:

MEALS	DEPART BEFORE	RETURN AFTER	IN-STATE	OUT-OF-STATE
Breakfast	6:30 AM	11:00 AM	\$8.00	\$10.00
Lunch	11:00 AM	1:30 PM	\$10.00	\$15.00
Dinner	5:15 PM	8:30 PM	\$17.00	\$25.00
MAXIMUM DAILY ALLOWANCE			\$35.00	\$50.00

*subject to change throughout the year

Staff members who are required to work after 5:00 pm to attend a scheduled meeting can seek reimbursements for a per diem meal. The staff must provide the agenda/program or the meeting invitation along with the approval of the Principal to seek reimbursement. Federal funds will not be used for these expenses.

Gratuity for a meal can be reimbursed. Gratuities may not exceed 20% of the cost of the meal.

Mileage Reimbursement

Reimbursement for mileage is allowable at the rate on the VASC expense form and will be allowed for the use of an employee's personal vehicle while on approved VASC business when the travel exceeds 50 miles round trip. Mileage will not be reimbursed for employees traveling to and from work regardless of their home location.

For employees attending a one day or multi-day conferences/workshops, mileage will not be reimbursed for driving from a hotel to the conference or travel to get meals, unless approved in writing by the Principal.

When possible, staff are expected to travel in a group when multiple members are traveling to the same destination.

The staff is recommended to use a car rental service for any travel more than 130 miles round trip. Round trip calculation is per day. For example, a three-day conference in Myrtle Beach (300 miles round trip from Columbia) would not be eligible for a car rental as the total distance traveled is less than 390 miles (130 miles per day x 3 days).

Traveling Covered By Federal Funds

Staff members traveling on federal program projects will follow the same VASC mileage policy in addition to the below:

- If expenses will be paid by federal funds for lodging, the staff has to check the maximum funds that can be expended for lodging using the US General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

If the hotel/lodging is at the same place as the conference, seminar, or workshop, the total amount of the hotel/lodging will be allowed upon approval by the Principal.

If the hotel/lodging is not at the same place the conference, seminar, or workshop, the staff must indicate it on the Travel Authorization Form and get approval from the Principal.

Driving in Lieu of Airline Travel

When the most economical means of transportation is an airline flight and the employee elects to travel by personal vehicle, mileage reimbursement will not exceed the price of airfare for a round-trip coach ticket and a rental car (if applicable).

Family/Friends Accompanying Employee

If an employee will be accompanied by family or friends on an authorized business trip, only those expenses directly attributed to the employee may be reimbursed.

Documentation of Expenses

Employees must provide documentation for the following expenses:

- Program/Agenda of the meeting
- VASC Expense Reimbursement Form
- As applicable a travel map summary to show the number of miles
- Receipts
 - Hotel/Motel Receipt with “-0-“ balance
 - Registration receipt
 - Parking receipts
 - Boat or Train fare receipt
 - Air Transportation receipt
 - Toll receipts
 - Bus ticket
 - Taxi receipt
 - Rental Car
 - Meals

Prohibited Reimbursements

Employees will not be reimbursed for the following expenses:

- Entertainment Expenses (i.e. in-room movies)
- Alcoholic beverages
- Tobacco Products

VASC Credit/Debit Card Usage During Travel

Allowable expenses that may be made with VASC’s credit/debit card includes gas for the rental car, baggage fees, transportation, and preapproved transaction(s). Food, alcohol beverage, tobacco products, and luxury accommodations unnecessary or unjustified in the performance of

the travel are not considered acceptable or allowable. All receipts for transactions made with the credit/debit card during the travel must be submitted along with the expense reimbursement form with appropriate signatures to the Finance Office upon returning from the trip.

Staff Lunches and Dinners

To increase staff morale and retain highly skilled staff, VASC may, at its expense, conduct lunch meetings at the discretion of its Principal. Only on rare circumstances and with proper judgment, will staff meet for dinner. These expenses will contain no cost for entertainment, alcohol, and tobacco. Federal funds will not be used for these expenses.

At the discretion of the Principal, VASC may conduct lunch meetings at its expense to celebrate major accomplishments or events.

At the discretion of the Principal, VASC may pay for lunches as a result back to back meetings.

Staff Only Policy

Birthday Lunches and Reward Lunches, etc (optional staff participation)

- The VASC staff will develop a contribution method to celebrate team member birthdays or other celebratory events. State dollars shall not be used to pay for such meals or events.

Staff Reimbursement Process

- The employee is responsible to complete the Expense Reimbursement Form within 10 business days from the date of purchase.
- The employee will submit the completed reimbursement form to the Finance Office.
- The Finance Office will verify the information on the form.
- The Finance Office will collect signatures on the verified expense reimbursement forms from the Principal.
- The Finance Office will submit the approved expense reimbursement form to the Principal for final approval and payment.