


Greenville Technical College Administrative Policies

Policy Name:	Travel Policy and Procedures		Approved by President
Policy Number:	7-GTC-300	Date Established:	1/15/2015
Date Revised:	10/2/2017	Date Removed:	



Rationale and Purpose

The purpose of this policy is to ensure Greenville Technical College is in compliance with South Carolina state policies and guidelines for authorized travel reimbursement.

Policy Statement

Travel and transportation will be authorized only when officially justified and by means which meet requirements consistent with good management practices.

Scope

A traveler 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. Excess 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 class. Transportation to and from points of arrival and departure will be accomplished by the most economical method, with consideration given to urgency, schedules, and like factors.

Roles/Responsibilities

It is the duty and responsibility of the respective department heads to insure employees are aware of and comply with this policy.

Non-Compliance

Failure to comply with/follow this policy may result in disciplinary action up to and including dismissal.

If Applicable:	
Procedures	Travel Procedures 7-GTC-300
Forms	
Related Documents	
Associated SBTCE Policies & Procedures	
Other Related Links (referenced above)	South Carolina Dept. of Administration AD-303 – Agency Travel US Dept. of State Foreign Per Diem Rates US Dept. of State M&IE Allowance Rates