

# POLICY

**Number:** 70-18  
**Title:** Reimbursement for Travel  
**Original Approval Date:** 7/21/2004  
**Area Commission Review:** 6/24/2025  
**Last Revision:** 3/24/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:**

**Other:** SC Disbursement Regulations (SC Comptroller General), Area  
Commission

## Policy Description

Florence-Darlington Technical College shall operate under the policy set forth by the State Fiscal Accountability Authority, which states that:

"Travel and transportation at State expense will be authorized only when officially justified and by those means which meet State Government requirements consistent with good management practices.

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 economy class, except where exigencies require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method."

It is the responsibility of the President or his designee to ensure that the college will comply with the travel policy of the State Fiscal Accountability Authority.