

2015(r)

Reimbursement Information

Employees of State, county, local and non-profit organizations in South Carolina can be reimbursed for lodging and meals, up to specified state limits. You must live 50 miles or more from the course location to be eligible for lodging. If you live more than 100 miles from the course location and the course start time is before 10:00 A.M. you are eligible for lodging the night before the course. (See note below) If you do not incur hotel lodging expenses, you are not eligible for meal reimbursement.

You will be reimbursed the applicable state approved amount for your costs, which might not equal your actual expenses. The SC Comptroller General's Office reviews and approves all reimbursement paperwork before releasing funds.

***NOTE:** Courses/workshops that are a **half day** or **one day** in length are not eligible for Travel Reimbursement regardless of start time.

Please follow these instructions if you wish to file for expense reimbursement:

- 1) **Bring a letter from your agency** on letterhead stating who is to be reimbursed for your lodging and meals (you or the agency). An authorized individual from your agency must sign the letter. (County Director, Finance Officer, etc) Student's signature on this letter is not acceptable.
 - A) *If you paid for your own hotel and meals while attending the course and wish to be reimbursed directly- the letter from your agency should read:*

"We are not reimbursing (YOUR FULL NAME) for lodging or meals associated with his/her attendance at the (COURSE NAME) course held at (COURSE LOCATION) on (COURSE DATES). Please reimburse him/her directly. His/her SSN is (STUDENTS SSN). For information contact our finance office at (CONTACT NAME/NUMBER).
 - B) *If your agency/department paid for your hotel and meals while attending the course- the letter should read:*

"We have paid lodging and meals for (YOUR FULL NAME AND SSN) to attend the (COURSE NAME) at (COURSE LOCATION). Please reimburse our agency directly for his/her expenses. Our Tax ID Number is (FEDERAL TAX ID NO.) For information contact our finance office at (CONTACT NAME/NUMBER).
- 2) **Provide a copy of Mapquest (or other similar map)** verifying mileage (50 miles or more)
- 3) **Provide Original lodging receipt** (morning of the last day of class)

Students are responsible for verifying room rates and hotel charges prior to checkout. SCEMD will not be reimbursed for additional charges such as use of an In- Room Safe, internet connection, hospitality, marketing or any other fees. SCEMD will not contact the hotel concerning any incorrect or non reimbursable charges.

Contact the hotel directly and secure your room with a credit card. If you are going to request reimbursement you will need to call the hotel directly and NOT book your room through a third party (Travelocity, Expedia, Orbit, etc). These services are not able to provide the required documentation for reimbursement.
- 4) **Completed W-9** (form provided 1st day of class)
- 5) **Completed SCEMD Travel Request Form** (form provided 1st day of class)
- 6) **Completed SCEMD Travel Support Document** (form provided 2nd day of class)

ALL DOCUMENTATION MUST BE SUBMITTED BY THE MORNING OF THE LAST DAY OF CLASS