

SUBJECT: Travel Policy
NUMBER: 601
ISSUED BY: Vice Chancellor for Finance & Operations
DATE REVISED: March 15, 2010

This section is to set specific procedures for foreign travel for USC Beaufort faculty and staff. USC Beaufort recognizes that faculty and staff foreign travel may provide University benefits. However, given the cost associated with travel abroad, the University requires documentation from the traveler that details the purpose and outcomes of foreign travel.

Prior to arranging foreign travel plans, a faculty or staff member will submit a travel authorization (TA) and a brief explanation of the purpose of the foreign travel and the benefit to USC Beaufort to the appropriate division coordinator or department head. The division coordinator or department head is responsible for ensuring that the travel is appropriate and that sufficient funds are available for the travel request and for referring the packet to the appropriate Vice Chancellor or Director. The TA will be forwarded to the Chancellor for signature and then sent to the Business Office. The traveler must also submit a brief explanation of the purpose of the foreign travel and benefit to USC Beaufort.

Travel Authorizations must be completed prior to the dates of travel and early enough to ensure that the appropriate signatures are available. TAs should be completed prior to the arrangement of travel plans, including airline and hotel reservations.

It is the traveler's responsibility to make all travel arrangements. USC Beaufort uses Island Travel and will pay for tickets booked as invoiced by the agency, provided that an approved TA is on file. If the traveler prefers to make alternate arrangements for common carrier, the travel costs will not be reimbursed to the traveler until the trip is concluded and proper receipts are submitted with a Travel Reimbursement Voucher.

Upon completion of the trip, the traveler should send a complete Travel Reimbursement Voucher with appropriate receipts to the business office. The traveler may also be asked to provide to the division coordinator or department head a summary of the foreign travel and results of the trip.

Please refer to USC Policies and Procedures manual Business and Finance policy 1.00 for travel details. This information is available from the USC web site at:
<http://www.sc.edu/policies/busf100.html>

Failure to comply with this procedure will result in travel being uncompensated or delayed in compensation.