

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 2.2.1
Title: Travel
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President of Finance and Administration

Original Approval Date: 09-09-1993
Last Cabinet Review: 05-16-2018
Last Revision: 05-16-2018

Chairperson

Horry-Georgetown 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 be careful 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 accommodation 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 or tourist class, except where emergencies require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method.

It is the duty and responsibility of the President to ensure that the College will comply with the travel policy of the State Fiscal Accountability Authority.