

# HORRY-GEORGETOWN TECHNICAL COLLEGE

## Travel Expense Guidelines • January 1, 2025

**MILEAGE REIMBURSEMENT** 70 cents per mile.

66 cents per mile if college vehicle is available but employee chooses to use personal vehicle.

In determining the maximum amount of subsistence for meals which may be reimbursed, the following time schedule will be adhered to:

If Departure Time is:	And Return Time is:	AMOUNT PER MEAL	
		In-State	Out-of-State
A. Before 6:30am	1. After 11:00am (Breakfast)	\$8.00	\$10.00
	2. After 1:30pm (Lunch)	\$10.00	\$15.00
	3. After 8:30pm (Dinner)	\$17.00	\$25.00
B. 6:30am or after and before 11:00am	1. After 1:30pm (Lunch)	\$10.00	\$15.00
	2. After 8:30pm (Dinner)	\$17.00	\$25.00
C. 11:00am or after and before 5:15pm	1. After 8:30pm (Dinner)	\$17.00	\$25.00

Receipts for all expenditures, except meals, must be attached to the voucher.

Departure and Arrival times must be completed and agenda must be attached for meal reimbursement.  
If registration fee was paid for a conference, workshop or seminar, a copy of the meeting agenda must be attached.

Reimbursement for lodging will be made based on actual expenditures. However, employees should use discretion in selecting places to stay when traveling, such as location, cost, etc. It is anticipated that