



SOUTH CAROLINA STATE UNIVERSITY REGULATIONS FOR STUDENT TRAVEL PER-DIEM

1. PURPOSE:

The purpose of this memorandum is to set forth the policy related to providing meal money for student travel effective July 1, 2010.

2. REQUIREMENTS:

A. Students will be furnished meal money when traveling on approved trips. *All students are to be provided meal money at the rates established. Departments are not authorized to deviate from the prescribed rates.* Arrangements may be made with Dining Services to provide box lunches for up to two meals, if appropriate, to decrease the costs of the meal allowance for the initial 24-hour period. The reimbursement for *In-State and Out-of-State* travel will total **\$25 a day** and will be computed based on the following missed meals:

Breakfast \$6
Lunch \$7
Dinner \$12

B. SC State University faculty and staff traveling with student groups may make a decision to receive the same amount as the students and receive their meal money in advance, as part of the student process, or they may elect to file a Travel Reimbursement after the trip and claim the rates applicable to state employees.

C. It is the responsibility of the sponsoring department to compute the amount of meal money to be provided to each student in accordance with the guidelines noted above. The total to be distributed to each student will be noted on the Student Meal Money Receipt and submitted with the Cash Advance Recapitulation Form.

D. A Cash Advance Request Form must be completed and presented to the Accounts Payable Office fourteen (14) days prior to the trip. The sponsoring department may pick up the check on the day before the trip if the trip is on a weekend or will begin prior to the opening of the Accounts Payable Office. Meal money should be completely distributed and each student is required to sign for the receipt of the money. Any undistributed cash must be turned into the Cashier's Office within 72 hours of returning from the trip. The *original* Student Meal Money Receipt Form, along with the receipt from the Cashier's Office is to be attached to the Cash Advance Recapitulation form and submitted to the Accounts Payable Office no later than seven (7) working days.

3. REQUIRED FORMS:

Student Meal Money Receipt and Cash Advance Recapitulation: documents how much each student is to receive and to document that each student received that amount.

