

**POLICY:**      **Travel Authorization and Communications**

**DATE:**        **August 2025**

This policy applies to all units within the Molinaroli College of Engineering and Computing. The College policy is subordinate to related policies outlined in the [FINA 2.50 Travel Expenditures Policy](#) and the [Fina\\_2.50\\_procedure-travel Policy .pdf](#). In cases of inconsistencies between this policy and the university, state, or federal policies, the university, state, or federal policy rules are the final authority.

**I.      Purpose**

The purpose of this policy is to supplement the University's established travel policies and procedures by providing additional guidance specific to the Molinaroli College of Engineering and Computing (MCEC). While all MCEC faculty and staff are expected to adhere to the University's travel guidelines, this policy outlines college-specific expectations to support consistent authorization, alignment with institutional priorities, and clear communication with supervisors and administrative offices throughout the travel process.

**a. Definitions**

**Travel Authorization (TA):** A pre-trip estimate of the total expenses, which details respective expense types (e.g., airfare, lodging, etc.) and funding sources.

**Travel Reimbursement Voucher (TRV):** means of reimbursing a student or non-employee for travel expenses

**Business Related Travel:** travel undertaken by a faculty or staff member more than 10 miles from their official headquarters for the purpose of conducting University business. This may include, but is not limited to, attendance at conferences, professional development trainings, academic or administrative meetings, and other activities that directly support the mission and operations of the University.

Students who travel as official representatives of the University or as part of a recognized student organization are subject to the same travel policies and procedures as faculty and staff, unless otherwise specified.

*Expenses incurred for university business conducted within 10 miles of a traveler's official headquarters are considered local in nature and are not eligible for reimbursement under this policy.*



**Personal Travel:** any travel undertaken for non-University purposes, including leisure or personal obligations, regardless of distance. For the purposes of this policy, personal travel includes any overnight travel that is not directly related to official university business or does not serve an approved institutional purpose.

Personal travel may not be reimbursed with university funds and must be clearly distinguished from business-related travel when both occur within the same trip. In such cases, travelers must ensure that personal expenses are separately documented and paid for using personal funds.

## **II. Policy**

### **a. Travel Authorization- University Related Business Travel:**

In addition to these University-wide requirements (as outlined in [FINA 2.50](#)), the Molinaroli College of Engineering and Computing (MCEC) requires that a Travel Authorization form be completed and fully approved for all business-related travel, regardless of cost.

A travel request form should be completed at least 30 days prior to travel.

Detailed cost estimates must be attached.

No travel is permitted without an approved travel request form. This includes any trip taken for university business purposes, whether reimbursement is anticipated. In cases where no costs will be incurred or reimbursed (e.g., mileage, lodging, meals, registration), MCEC personnel are still expected to complete and submit a No-Cost Travel Authorization prior to travel.

This process ensures appropriate oversight, supports risk management, and provides a record of official university-related activity.

### **b. Travel Authorization- Personal Travel:**

Due to the University's vested interest in safeguarding secure research and maintaining compliance with institutional and federal guidelines, personal travel taken by faculty and staff must be appropriately communicated through designated channels when it may impact regular work hours or involves international travel.



#### Domestic Travel:

- Personal domestic travel must be reported only if it affects regularly scheduled work hours or operational responsibilities.
- Faculty should notify their department chair if their domestic travel will interfere with their work schedule. The department chair is then responsible for notifying the Dean's Executive Assistant.  
*\*\* All out-of-office time must be reflected on outlook calendars appropriately\*\**
- Staff must notify their immediate supervisor under the same conditions.

*\*\* All out-of-office time must be reflected on outlook calendars appropriately\*\**

#### International Travel:

- All personal international travel must be reported, regardless of impact on work hours.
- Faculty must notify their department chair in advance of any international personal travel. The department chair is then responsible for notifying the Dean's Executive Assistant.  
*\*\* All out-of-office time must be reflected on outlook calendars appropriately\*\**
- Staff must notify their immediate supervisor prior to any international personal travel. The supervisor is responsible for informing the Dean's Executive Assistant.

*\*\* All out-of-office time must be reflected on outlook calendars appropriately\*\**

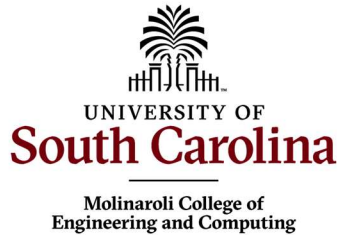
The preferred timeline for notification is at least one week in advance of travel, with a minimum requirement of 24 hours' notice.

This protocol ensures that the College remains informed of travel that may intersect with sensitive research responsibilities or institutional obligations.

Any personal travel that overlaps with university business travel must be clearly documented, with personal and business expenses and time clearly separated.

#### **c. Travel Reimbursement Voucher (TRV):**

A Student/Non-Employee TRV should be properly completed and submitted through the Student/Non-Employee Travel eForm. The report must be completed by a proxy, with all required attestations and approvals occurring through the system. The proxy will certify that the eForm is accurate and true



and complies with applicable policies and procedure. TRVs do not require the approval of the traveler. Reimbursement is paid via paper check and mailed to the address on the TRV.

**d. Travel Expense Report Submission:**

In order to adhere to generally accepted accounting principles, the traveler should be mindful of the university's June 30<sup>th</sup> fiscal year-end, and all expenses for that year should be reported prior to year-end to ensure that the expense is appropriately captured in the financial statements and in the department's budget for the appropriate fiscal period.

- i. Reimbursement to employees for incurred travel expenses cannot occur until after the travel is complete. Request and approval for travel reimbursements occurs electronically. As such, the required approvals and attestations for reimbursement under this policy are accomplished through the use of the PeopleSoft Finance electronic workflow, which routes requests to the appropriate parties based on supervisory assignment and funding source.
- ii. Reimbursement for travel expenses should be submitted within seven (7) business days of the trip. Travel reimbursement forms received more than 30 days after the completion of the trip may not be reimbursed. Travel office will require a memo justification for any forms received more than 30 days after completion of travel.
- iii. All expenses must be for a valid business purpose that is necessary and reasonable in order to conduct university business. A business purpose must be documented for all expenditures for which a traveler is requesting reimbursement. Business purpose must be specific and describe the benefit to the university.
- iv. Employees are encouraged to utilize the [travel\\_checklist.pdf](#) prior to submitting a travel expense report
- v. All expense reports must be submitted with receipt level back-up and proof of payment for each expense. It is expected that all receipts are clear and have required information (ex: date of purchase, vendor name, itemized list and unit price of the purchased items, and total amount). Proof of payment is often part of the original receipt but can



also include notation of “cash tendered”, “paid”, a zero balance due, and a debit/credit card payment.

### **III. Similar Policies**

- a. For employees needing to know how to submit a Travel Authorization Form or a Travel Reimbursement Voucher please visit: [Office of the Controller Travel Team Training Guide](#)
- b. Employees trying to find a saved Travel Reimbursement Voucher can visit this site for instructions: [find\\_a\\_saved\\_trv.pdf](#)
- c. University Procedure for Travel: [fina\\_2.50\\_procedure-travel.pdf](#)
- d. University Policy for Travel: [FINA 2.50 Travel Expenditures](#)

### **IV. Sited University, State, and Federal Policy Documents and Guidelines**

- University of South Carolina Travel Policy  
<https://sc.edu/policies/ppm/fina250.pdf>
- University of South Carolina Administration and Finance Travel Policy-  
Controllers Office  
[https://sc.edu/about/offices\\_and\\_divisions/controller/documents/fina\\_2.50\\_procedure-travel.pdf](https://sc.edu/about/offices_and_divisions/controller/documents/fina_2.50_procedure-travel.pdf)
- University of South Carolina Travel Checklist  
[https://sc.edu/about/offices\\_and\\_divisions/controller/documents/travel\\_checklist.pdf](https://sc.edu/about/offices_and_divisions/controller/documents/travel_checklist.pdf)
- University of South Carolina Instructions on How to Submit a Travel  
Authorization and Travel Reimbursement Voucher eForm  
[https://sc.edu/about/offices\\_and\\_divisions/controller/documents/ta\\_trv\\_eform\\_job\\_aid\\_10\\_30\\_23.pdf](https://sc.edu/about/offices_and_divisions/controller/documents/ta_trv_eform_job_aid_10_30_23.pdf)
- University of South Carolina Instructions on How to Find a Saved Travel  
Reimbursement Voucher  
[https://sc.edu/about/offices\\_and\\_divisions/controller/documents/find\\_a\\_saved\\_trv.pdf](https://sc.edu/about/offices_and_divisions/controller/documents/find_a_saved_trv.pdf)