



Darla Moore School of Business

MOORE SCHOOL TRAVEL POLICIES

FY 22 travel policy updates and reminders for Moore School faculty, staff and students traveling on Moore School/UofSC business:

- Per Interim President Pastides on Friday, July 23: The UofSC Emergency Management Team will continue regular monitoring of international disease activity and guidance from the Centers for Disease Control and Prevention, World Health Organization, U.S. Department of State and others. **At this time, travel restrictions put in place requiring central approval for essential travel during March 2020 through July 31, 2021, have ended but could change.**

New for FY 22:

- The effective rate for travel on or after Jan. 1, 2022, is **54.5 cents per mile**, for use of a personal vehicle for approved business travel in line with the UofSC mileage rate policy. The calendar year 2021 mileage rate was **52 cents** per mile.
- The lodging base rate, effective 7/1/21 through 6/30/22, has been adjusted from \$300 to \$371.11 in line with the updated UofSC policy.
- 10 percent is no longer the maximum tip allowance on allowable tips on shuttles, baggage handling and other ground transportation. The Moore School “reasonable tip” guideline should be 10 percent to 20 percent of the service value. Unreasonable tips beyond this guideline can be denied.

All other pre-pandemic procedures remain in place, such as:

- Travel Authorizations are required for all faculty, staff and student travel with supervisory signature
- The travel expense report requires supervisory approval
- The Travel and Expense Authorized/Ad Hoc Approval form is required for TA and Expense Reports submitted via PeopleSoft (see attached form)
- Moore School International meal per diem per day = \$60 (unless federal rate for destination is less), Domestic \$35 in state and \$50 out of state (includes Canada, Puerto Rico)
- Non-Moore School and student travel authorizations and expense reports will continue to be processed via the legacy travel forms
- Link to Travel policy and procedures:
https://sc.edu/about/offices_and_divisions/controller/policies_and_procedures/index.php

If you require assistance or have questions related to business travel, please contact either:

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