

SOUTH CAROLINA LAW ENFORCEMENT DIVISION

NIKKI R. HALEY
Governor



MARK A. KEEL
Chief

TO: SLED Employees
FROM: Don Royal, Director of Administration 
SUBJECT: Required Documents for Travel Reimbursement
DATE: May 6, 2015

Conference or Training:

1. Agenda of the conference/training (submit to Training or Finance).
2. Travel Form (submit to Finance).

Agenda is not required for all other types of travel. It's the employee and supervisor's responsibility to make sure the information on the travel form is accurate. Employees should not claim any meal reimbursement if it's provided by the conference or training.

Meals reimbursement rates:

MEAL	In-State	Out-State
<i>Breakfast</i> depart before 6:30am and return after 11:00am	\$6.00	\$7.00
<i>Lunch</i> depart before 11:00am and return after 1:30pm	\$7.00	\$9.00
<i>Supper</i> depart before 5:15pm and return after 8:30pm	\$12.00	\$16.00

Thank you in advance for your attention to this matter. Any questions arising relative to the above requirements, please contact Finance.





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RICHARD ECKSTROM, CPA
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WILLIAM E. GUNN
CHIEF OF STAFF

M E M O R A N D U M

TO: Agency Finance Directors

FROM: Jennifer Broughton
Audits Manager

SUBJECT: New Mileage Rate

DATE: December 12, 2014

The 2014-2015 General Appropriations Act in Proviso 117.21.J provides for mileage reimbursements at the standard business mileage rate established by the Internal Revenue Service. Beginning on January 1, 2015, the Internal Revenue Service rate will be 57.5 cents per mile (IRS Revenue IR 2014-114). Reimbursement for trips taken on or after January 1, 2015, will be at the rate of 57.5 cents per mile.

As a reminder, the same proviso in the General Appropriations Act also directs a reimbursement rate of 4 cents per mile less than the standard business mileage rate when an employee chooses to use his or her personal vehicle when a motor pool vehicle is reasonably available. This rate will change to 53.5 cents per mile for reimbursement for trips taken on or after January 1, 2015.

If you have any questions regarding this matter, please contact me at jbroughton@cg.sc.gov or at 803-734-2540.