

**Type of Trip**  
Single Calendar Day

**METHOD OF DETERMINING SUBSISTENCE\***

If Departure Time is:	And if Return Time is:		Amount per Meal		Cumulative Daily Total	
			In State	Out of State	In State	Out of State
a. Before 6:30 a.m.	1. After 11:00 a.m.	Breakfast	\$ 6.00	\$ 7.00	\$ 6.00	\$ 7.00
	2. After 1:30 p.m.	Lunch	\$ 7.00	\$ 9.00	\$ 13.00	\$ 16.00
	3. After 8:30 p.m.	Supper	\$ 12.00	\$ 16.00	\$ 25.00	\$ 32.00
b. 6:30 a.m. or after and before 11:00 a.m.		Lunch	\$ 7.00	\$ 9.00	\$ 7.00	\$ 9.00
		Supper	\$ 12.00	\$ 16.00	\$ 19.00	\$ 25.00
c. 11:00 a.m.	After 8:30 p.m.	Supper	\$ 12.00	\$ 16.00	\$ 12.00	\$ 16.00

Personal Auto Mileage Reimbursement (per mile)\*: 50.5 (Choose to use own car)  
 Car Rental: Enterprise on Meeting Street Tel: 843-723-6215 (Please supply your TA # to Enterprise Car Rental Company)

**Over-night Travel**

When a State Employee is traveling in or out of the State on official State business, the following maximum reimbursement for subsistence will apply:  
 1. The costs of meals will be reimbursed up to the maximum amount as provided for in the single calendar day schedule above. The time limitations for breakfast will not apply for overnight trips when returning early in the morning.  
 2. Actual hotel/motel costs will be reimbursed for single room rates or one-half the cost of the double room rate if shared with another State employee.  
A paid receipt must be attached to the employee's travel voucher.

**\* Special Rules**

No reimbursement shall be made for meals within ten (10) miles of an employee's official headquarters and/or residence. Agency directors may increase this distance requirement as deemed appropriate.  
 Receipts for all expenditures, except taxis and meals, shall be attached to the voucher.  
 Employees required as part of their official duties to attend Statewide Regional or District meetings within the area in which he/she is headquartered and at which meals are served may receive reimbursement. Reimbursements for these meetings have the specific approval of the sponsoring Agency Director who will notify other agencies involved.

**Receipts for all expenditures (excluding taxi & meals) to include**

Paid motel and hotel receipts for lodging must be attached to the travel voucher when submitted for reimbursement.  
 No reimbursement for overnight accommodations will be made within fifty (50) miles of the travelers official headquarters and/or residence.