

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES <b>GROUND TRANSPORTATION</b>	Procedure <b>7.03.02.02</b>
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1H SBCCC 200.5 Expenditure of State Funds: Travel and Allowances states:

State funds shall be expended for travel consistent with travel procedures prescribed by the Office of State Budget and Management in the state of North Carolina Budget Manual or a policy adopted by the college's board of trustees that is more restrictive than the procedures prescribed in the North Carolina Budget Manual.

In order for the College to be in compliance with the Budget Manual, the following options and mileage reimbursement rates are to be used for ground transportation. The items are listed in priority order.

**Vehicle usage of 100 miles round trip or less:**

1. Use of a college owned vehicle to maximize the usage first, then;
2. Use a personal vehicle and the actual round trip mileage is 100 miles or less, actual mileage will be reimbursed using the college approved rate as set in Policy 7.03.02 – Travel Reimbursement, then;
3. Use a rental car – utilizing the State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz.

**Vehicle usage of 100 miles or greater:**

1. Use of a college owned vehicle to maximize the usage first, then;
2. Use of a rental car – utilizing the State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz, then;
3. Use a personal vehicle and the actual round trip mileage is greater than 100 miles, actual mileage will be reimbursed using OSBM established rate in accordance with Policy 7.03.02 – Travel Reimbursement.

**For Mileage greater than 500 miles**

1. Use a rental car – utilizing the State term contract through Enterprise Rent-A-Car, National Car Rental or Hertz, then;
2. Use of a college owned vehicle, then;
3. Use a personal vehicle and the actual round trip mileage is greater than 500 miles, actual mileage will be reimbursed using the OSBM established rate in accordance with Policy 7.03.02 – Travel Reimbursement.

Legal Citation: 1H SBCCC 200.5

Cross Reference: 7.03.02 – Travel Reimbursement, 7.03.02.01 – Travel Reimbursement

Adopted: January 25, 2017