

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES GROUND TRANSPORTATION	Procedure 7.03.02.02
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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 are to be used for ground transportation.

Travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the college.

With regard to passenger vehicle travel, whether in state or out-of-state, College shall:

- Maximize utilization of college-owned vehicles
- Make use of State term contracts for short-term rentals (State Term Contract 975B Vehicle Rental Services)
- Make use of personal vehicles on a limited basis and with Vice President for Financial and Administrative Services prior approval

Legal Citation: 1H SBCCC 200.5

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

Adopted: January 25, 2017
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