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M E M O R A N D U M

TO: Agency Finance Directors

FROM: Ronnie Head, CPA  
Senior Assistant Comptroller General

SUBJECT: Meal Allowance Ceiling Increase

DATE: June 18, 2019

Proviso 117.20(A) of the 2019-2020 General Appropriations Act increased the meal allowance ceiling to \$35 per day within South Carolina and \$50 for travel outside of South Carolina. The Proviso is as follows:

**117.20.** (GP: Travel - Subsistence Expenses & Mileage) Travel and subsistence expenses, whether paid from state appropriated, federal, local or other funds, shall be allowed in accordance with the following provisions:

(A) Unless otherwise provided in paragraphs B through H of this section, all employees of the State of South Carolina or any agency thereof including employees and members of the governing bodies of each technical college while traveling on the business of the State shall, upon presentation of a paid receipt, be allowed reimbursement for actual expenses incurred for lodging, not to exceed the current maximum lodging rates, excluding taxes, established by the U.S. General Services Administration. The lodging reimbursement for employees of a school district must also conform to these rates when that employee's travel reimbursement is paid by state funds that are transferred to the school district. Agencies may contract with lodging facilities to pay on behalf of an employee. Failure to maintain proper control of direct payments for lodging may result in the revocation of the agency's authority by the Comptroller General or the State Auditor. **The employee shall also be reimbursed for the actual expenses incurred in the obtaining of meals except that such costs shall not exceed \$35 per day within the State of South Carolina. For travel outside of South Carolina the maximum daily reimbursement for meals shall not exceed \$50.** Agencies may contract with food or dining facilities to pay for meals on behalf of employees in accordance with rules and regulations established by the Office of Comptroller General. It shall be the responsibility of the agency head to monitor the charges for lodging which might be claimed by his employees in order to determine that such charges are following maximum lodging rates as established by the U.S. General Services Administration. Any exceptions must have the written approval of the agency head, taking into consideration location, purpose of travel or other extenuating circumstances. The provisions of this item shall not apply to Section 42-3-40 of the 1976 Code, and when pertaining to institutions of higher learning, for travel paid with funds other than General Funds.

The State of SC Statewide Disbursement Regulations will also, effective July 1, 2019, reflect these changes as impacting the partial day splits. These will be as follows:

In- State:

\$8.00 (Breakfast)

\$10.00 (Lunch)

\$17.00 (Dinner)

Out of State:

\$10.00 (Breakfast)

\$15.00 (Lunch)

\$25.00 (Dinner)