Policy Statement

The Accounts Payable Unit of the Controller’s Office will process all payments for the College’s legally incurred, non-payroll obligations of goods and services in accordance with State/Federal laws and regulations as well as other policies and procedures of this institution.

Policy Manager and Responsible Department or Office

A. Controller’s Office

The Controller’s Office staff has the responsibility for making sure that all payments for goods/services of a non-payroll nature comply with State and Federal laws and regulations as well as College policies and procedures. This Office ensures those expenditures are tracked and properly accounted for and that the College maintains a favorable credit rating through the timely payment of invoices.

B. Departmental Staff

The departmental staff has the responsibility for ensuring that they follow the procurement guidelines when requesting goods and services. They must provide the Controller’s Office with accurate and complete documentation such as receiving reports (by way of the Central Receiving Office), completed forms, justifications/explanations needed for making payments. In addition, they must make sure that goods and services are satisfactorily received as well as demonstrate a documented benefit to the College.

C. Vendors/Payees

The vendors/payees must provide the Controller’s Office with valid invoices that adequately describe the vendors’ names, addresses, itemized descriptions of
Purpose/Reason for the Policy

The purpose of this policy is to ensure that state agencies avoid payments of duplicate travel reimbursements to an employee who holds dual employment status within state government.

Departments/Offices Affected by the Policy

This policy directs the purchases and payments of expenditures for all departments and offices of the College of Charleston.

Procedures Related to the Policy

**Dual Employment**

1. **General** - Section 8-11-35 of the Code of Laws of South Carolina requires employees of the State obtain approval of the employee’s home agency and secondary agency prior to being paid any compensation or travel expenses. The dual employment request form requires approval of the State Office of Human Resources.

2. The **President of the College** may not be dually employed by another State agency or institution of higher education without prior approval by the Agency Head Salary Commission and the State Budget and Control Board.
3. **Timeliness of Payment**

Any employee who is approved for dual employment must be paid in a timely manner. The secondary agency is required to make payment of funds approved for and earned under dual employment within forty-five days of the beginning of the employment.

4. **Method of Payment**

Payments, other than travel expenditures, made to employees in dual employment status must be considered personal service and paid through the College’s payroll.

   a. **Salary and Fringes** - The employee must be paid for services rendered in a dual employment capacity by the secondary agency. An intradepartmental transfer will be used to record dual employment entries within the secondary agency. The intradepartmental transfer must include funds to cover the gross salary and fringe benefits.

   b. **Reimbursement of Travel Expenses** - The reimbursement of travel expenses for State employees in a dual employment status should be paid by the secondary agency to the employee using a travel reimbursement form. The usual documentation is needed to support the request for travel expense reimbursement and also a letter from the home agency or copy of the Approved Request for Dual Employment authorizing the secondary agency to make payment to the State employee in a Dual Employment status.

5. **Staff and faculty** requiring compensation for performing in dual roles at the College must receive prior approval of the affected department heads and the COFC Human Resources Office and payment through the Payroll Office.

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**Related Policies, Documents or Forms**

S. C. Comptroller General’s Disbursement Regulations

S. C. State Procurement Code


S. C. General Appropriations Act
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<td>Ruby G. Flateau, Controller</td>
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