

# State Procurement Policy # E24-115.02

## Lodging Purchase Card Program

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

### **POLICY**

1. Agency employees who are required to be in a travel status for periods greater than 3 consecutive nights or whose stay would otherwise cause a financial hardship for the employee may request the Agency procure lodging for the employee's stay.

a. The employee must submit a request for the assistance utilizing the Lodging Purchase Card Payment Request and Lodging Agreement Form (see <https://sctag.org/forms>).

b. Employees claiming hardship must specify what the hardship is or would result from the required travel.

2. This program is not applicable for travel within the State of South Carolina related to a Governor's State of Emergency. In the event employees require accommodations for these type events, these charges may be made using the Purchase Cards placed in the Emergency profile.

3. The Agency will only provide lodging assistance for the costs for rooms, taxes on rooms, and parking billed by the lodging facility during the dates indicated on the approved Travel Authorization Form and the Lodging Purchase Card Travel Agreement. (Note – use of valet parking required written justification)

a. Other incidental and travel costs (e.g., meals, fuel, room service, phone calls, internet, movies, snacks, beverages, room damage, etc.) are the responsibility of the employee which may be reimbursed as part of the travel settlement. The employee is responsible for notifying the hotel of this requirement prior to incurring any charges.

b. Employees may not use the program to pay for conferences, charges related to conferences, or any other events, or for lodging at facilities within fifty (50) miles of the employee's official headquarters OR official place of residence.

4. Requesting employees are responsible ensuring all documentation for the travel and to support the request is prepared, correct, submitted, and approved NLT five (5) business days prior to travel.

5. Requesting employees may not request or receive travel advances related to the approved lodging assistance.

6. The requesting employee is responsible for reimbursing the Agency for any unauthorized charges. Employees are not allowed to use payroll deductions to reimburse unauthorized charges or expenses.

7. Agency employees will report any suspected fraud, waste, or abuse of this program directly to State Operations Procurement Director.

8. The Agency will designate one (1) employee each at State Operations Budget & Finance and at SCEMD Finance & Administration to be the Lodging Purchase Card holder.

- a. Lodging Purchase Card Holders will make the required reservations as approved.
  - b. Lodging Purchase Card Holders must be full-time State employees who have completed their probation period with the State.
9. Approval Authority
- a. The approval authority for requests to utilize the Lodging Purchase Card Program is the Chief of Staff for State Operations.
  - b. The Director of the South Carolina Emergency Management Division (SCEMD) is the approval authority for requests from SCEMD employees.

## **PROCEDURE**

1. The requesting employee is responsible for identifying and providing the following information as a part of the request:
  - Name and address of the hotel
  - The rate per night (minus taxes) on the requested dates of travel (must not exceed the current maximum lodging rates for the destination as determined by the U.S. General Services Administration (GSA) unless approved by The Adjutant General prior to making the reservation)
  - Hotel cancellation policy
  - Verification of the following:
    - The hotel is willing to accept a corporate paid card as the form of payment **only** for the room, room taxes and parking billed by the lodging facility.
    - The hotel **does not** require a card imprint of file for these charges.
    - The hotel **does not** require a faxed or mailed copy of the card.
    - The hotel can accommodate another form of payment for all incidentals for the traveler.
2. The requesting employee will complete and submit a Travel Authorization Document, CGO Travel Form A (and Form C is required), and a Lodging Purchase Card Payment Request and Lodging Agreement Form (see <https://sctag.org/forms>) through their supervisory channels for approval at the appropriate levels.
3. Once approved, the requesting employee will provide a copy of the approved documents to the designated Lodging Purchase Card Holder who will contact the lodging facility to make the reservation. The Lodging Purchase Card holder will verify with the facility that:
  - The lodging facility is willing to accept a corporate paid card as the form of payment only for the room, room taxes and parking billed by the lodging facility.
  - The lodging facility **does not** require a card imprint of file for these charges
  - The lodging facility **does not** require a faxed or mailed copy of the card
  - The lodging facility can accommodate another form of payment for incidentals for the traveler
4. Once the reservation is made, the Lodging Purchase Card Holder will provide the requesting employee with a copy of the Lodging Purchase Card Payment Request and Lodging Agreement Form with the signature of the cardholder, the reservation confirmation number and the date the reservation was made.

5. After Completion of Travel

a. Upon completion of the travel, the employee will forward a copy of the zero balance lodging receipt showing a detail of all charges to Lodging Purchase Card Holder.

b. The employee is responsible for reimbursing the Agency for any unauthorized purchases or costs at that time.

6. Submission of Lodging Purchase Card Documentation to the Comptroller General's Office

a. Prior to the 10th of each month, the Lodging Purchase Card Holders will submit a State Purchase Card Transmittal Form (see <https://sctag.org/forms>) to the State Operations Purchasing Director documenting the use of the Lodging Purchase Card.

b. Each State Purchase Card Transmittal Form may contain no more than 10 lodging stay charges per form. If necessary, the Lodging Purchase Card Holders may submit multiple State Purchase Card Transmittal Forms.

c. The Lodging Purchase Card Holders will attached the following documents to the State Purchase Card Transmittal Form for each lodging stay:

- Approved Travel Authorization Form/SCCMD Travel Request
- CGO Travel Form A/SCCMD Travel Certification by Employee for Reimbursement
- CGO Travel Form C/SCCMD Approval for Exceeding Travel Expense Limits (if required)
- Copy of the lodging bill showing a detail of all charges
- Approved Lodging Purchase Card Payment Request and Lodging Agreement Form specific to the current travel request
- Copy of the reimbursement check or cash for any unauthorized expenditure (if required)
- Any other required documentation

d. The State Operations Purchasing Director will forward the State Purchase Card Transmittal Forms and supporting documentation, along with a copy of the Purchasing Card Statement of Certification, to State Accounts Payable Clerk for payment of the charges for the rooms, taxes on rooms, and parking billed by the lodging facility.

7. The Account Payable Clerk will pay the bill and scan into SCEIS the State Purchase Card Transmittal Form, supporting documentation, and a copy of the Purchasing Card Statement of Certification.

8. The Agency will maintain all records of the uses of the Lodging Purchase Cards as a part of the electronic SCEIS records