



South Carolina Commission on Higher Education

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Interim Executive Director

CHE
February 4, 2016
Agenda Item 9.04.A

January 29, 2016

MEMORANDUM

To: Chairman Tim M. Hofferth and Members, S.C. Commission on Higher Education
From: Dianne C. Kuhl, Chair, and Members, Committee on Governmental & Administrative Affairs

Consideration of Revision to CHE Bylaws, Rules and Procedures Section V, Item 2

Section V of the SC Commission on Higher Education Bylaws, Rules and Procedures, as amended November 6, 2014, (Bylaws) is copied below. A change to Section V, Item 2 is being recommended to enable reimbursement as allowable by state laws and regulations.

Recommendation: On January 19, 2016, the Committee on Governmental and Administrative Affairs voted to recommend an amendment to the bylaws by striking the last sentence in Section V, Item 2 of the Commission's bylaws, pending counsel agreeing that this change is legal through the state system. The recommended change is reflected below and commended to the Commission for consideration.

Excerpted Bylaws*

V. Reimbursement for Members of the Commission on Higher Education

1. Members of the Commission will be reimbursed on a per diem basis for mileage and expenses incurred on official Commission business or for any public activity on behalf of the Commission, as provided for in the annual Appropriation Act.
2. In traveling on official business, the miles traveled will be calculated from the member's city of residence, using the current state highway system map. When using a personal automobile in traveling on official business, the traveler must proceed by the most direct major route practicable, and substantial deviations from the distances shown on the current state highway map of the South Carolina Highway Department should be explained.

~~The Commission cannot reimburse the travel expenses of a member whose residence or office is in the greater metropolitan area in which the meeting is held.~~

3. To obtain reimbursement, the member will complete and sign the requisite State of

South Carolina expense voucher. Normally the staff will distribute these forms at the meeting. The Commission's accounting staff will process the official travel voucher which will be forwarded to the State Comptroller General, who will provide a check for reimbursement. The accounting staff will mail the check and a copy of the official voucher to the member. The voucher should be retained for reference when filing income tax returns, as no other record of payment is provided.

**Note: To access full text of CHE's Bylaws, Rules, and Procedures, as amended November 6, 2014, see http://www.che.sc.gov/CHE_Docs/infocntr/legisl/CHE_Bylaws-Rules-Procedures_rev20141106.pdf*