

MINUTES OF BUDGET AND CONTROL BOARD MEETING

MAY 25, 1965

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The State Budget and Control Board met in the Conference Room of the Governor's Office, in the Wade Hampton Building, at 11:00 A. M., Tuesday, May 25, 1965 with all members of the Board present. Also in attendance were Messrs. J. M. Smith and P. C. Smith.

The following business was transacted.

PORTS AUTHORITY - CONSTRUCTION OF CHEMICAL FACILITIES

Messrs. Allen Legare, Senator from Charleston County, and W. W. Johnson, member of the State Ports Authority, appeared before the Board regarding the proposed construction of additional chemical storage facilities at the Charleston Port for its business with Dow Chemical Company.

The proposed facility is estimated to cost \$250,000.00 and will be leased to Dow Chemical Company for their use over a ten year period. An initial payment to be made by Dow, together with periodic payments during the tenure of the lease, will more than cover construction cost of the facility.

It is proposed that this facility be financed by the issuance of revenue bonds of the Authority as authorized in the original Act of 1942 under which the Authority was established. It was noted, however, that subsequent legislation authorizing the issuance of General Obligations of the State (State Ports Authority Bonds) also pledged the same security originally provided for in the issuance of the Authority's revenue bonds. A proposed amendment to the law to clarify this matter had been drafted by Mr. Huger Sinkler, Attorney for the Authority, and was reviewed by Senator Legare with the Board. The Board was requested to approve the proposed construction of the chemical facility and arrangements with Dow Chemical Company. It was also requested to recommend the enactment of the proposed legislation clarifying security for the Authority's revenue bonds.

The Board gave its approval to the proposed construction and arrangements with Dow Chemical Company and raised no objection to the proposed legislation.

MENTAL HEALTH COMMISSION - ADDITIONAL FUNDS FOR RENOVATION
OF WILLIAMS BUILDING

On August 20, 1964 the Board approved an expenditure of \$457,859.00 for renovation of the Williams Building at the Columbia Division of the Mental Health Commission. At the request of the Commission the Board, at this meeting, approved an additional \$186,690.00 for this project.

It was understood that the additional funds will also be provided through the issuance of State Notes for permanent improvements of the Commission as now authorized by law.

UNIVERSITY OF SOUTH CAROLINA - ADDITIONAL FUNDS FOR
PHYSICAL SCIENCES CENTER

The Board was advised by the University of South Carolina that a Federal Grant of \$702,850.00 has been obtained under the Higher Education Facilities Act. The University requested the Board's approval to apply this grant on an expansion of the Physical Sciences Center approved by the Board April 6, 1965. These additional Federal Funds will be used to add the eighth floor to the building as now proposed.

The Board approved the request.

INDUSTRIAL COMMISSION - REQUEST FOR ALLOCATION FROM
CIVIL CONTINGENT FUND

The Industrial Commission requested the Board's approval for an allocation of \$2,900.00 from the Civil Contingent Fund for Office Supplies and Telephone and Telegraph for the remainder of this fiscal year. The Board declined to approve the request with the suggestion that the Commission request a deficiency appropriation for these purposes.

CONSOLIDATION OF LUMP SUM APPROPRIATIONS

At the suggestion of the State Auditor, and in accordance with similar action of the past two years, the Board approve the consolidation of all itemized appropriations for lump sum departments into a single Maintenance Account for the

year beginning July 1, 1965.

CLEMSON UNIVERSITY - HIGHWAY EASEMENT, CAMP HARRY DANIELS

At the request of Clemson University, the Board approved the execution of a highway easement through property on which Camp Harry Daniels is located in Aiken County. It was noted that title to this property is in the name of the State of South Carolina. Clemson authorities were authorized to execute easement papers on behalf of the State.

DEPARTMENT OF PUBLIC WELFARE - SALARIES OF CASE WORKERS

Dr. Arthur Rivers, Director of the Department of Public Welfare, requested the Board's approval to increase salaries of case workers in the department by 6% for the year 1965-66. The Board noted that the Appropriation Act for 1965-1966 (Section 92) provides for a 3% increase with provision for further increases where departmental funds are available for that purpose. Dr. Rivers indicated that department funds are available for the requested increases beyond 3%. The request was accordingly approved.

PURCHASES OF STATE-OWNED VEHICLES APPROVED

On recommendation of Mr. Furman McEachern the Board approved certain purchases of state-owned vehicles for the Forestry Commission, The Citadel, Clemson University, State Ports Authority and the Wildlife Resources Department.

INSTALLATION OF VAULT - WADE HAMPTON BUILDING

Mr. McEachern requested the Board's approval for the construction of a vault in the Wade Hampton Building in connection with the proposed transfer of the State Treasurer's Office to the Wade Hampton Building. It was indicated that the vault will be constructed by Mosler Safe Company at a price of approximately \$52,000.00, to be paid from funds authorized for the construction of the new office buildings and renovation of the Wade Hampton Building.

The request was approved.

WALLACE APARTMENT BUILDING - PROPOSED RENOVATION

The Board was requested by Mr. McEachern to approve certain repairs and

year beginning July 1, 1965.

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The request was approved.

WALLACE APARTMENT BUILDING - PROPOSED RENOVATION

The Board was requested by Mr. McEachern to approve certain repairs and

renovations to the Wallace Apartment building, owned by the State, in the 1400 block of Senate Street. Mr. McEachern was not present at the meeting and the request was carried over until more detailed information would be available.

SINKING FUND NOTE - KERSHAW COUNTY

Mr. McEachern informed the Board that the Division of General Services now holds a note of \$500,000.00 against Kershaw County the first payment on which will be due June 9, 1965. A recent legislative act authorizes the issuance of General Obligation Bonds of \$500,000.00 by the School District of Kershaw County, the proceeds of which will be applied to the full payment of the Sinking Fund Note.

It was requested that the payment due June 9, 1965 be deferred until the School District Notes are issued and the entire note paid in full.

The request was approved.

TRANSFER OF CUSTODY OF EGG AND DEVEAUX ISLANDS

At the request of the Wildlife Resources Department the Board approved transferring the custody of Egg and Deveau Islands, in Charleston County, to the department for use in connection with the Division of Game.

PROPOSED REGULATIONS FOR TRAVEL EXPENSES OF STATE
EMPLOYEES - CARRIED OVER

Proposed regulations regarding subsistence expenses of employees traveling on State business were submitted for the Board's consideration by the State Auditor.

No action was taken on the proposals at this meeting.

SUPERINTENDENT OF EDUCATION - AUTHORIZED TO EMPLOY
ASSISTANT SUPERINTENDENT

Governor McNair advised the Board that Dr. Jesse T. Anderson, State Superintendent of Education, was requesting the Board's approval of the employment of an Assistant State Superintendent of Education to be concerned primarily with the expenditure of Federal Funds for the operation of the Department of Education and for programs in the public schools. It was noted that recent Federal legislation, primarily the Elementary and Secondary Education Act of 1965, will make

available rather substantial amounts of additional funds for the operation of the Department of Education as well as for expanding additional programs in certain phases of the public school system. The far-reaching nature of the new Federal program makes it advisable that special arrangements be made for its administration in the Department.

At the request of Dr. Anderson and on Governor McNair's recommendation, the Board authorized the establishment of the position of Assistant State Superintendent of Education, at a salary of \$14,000.00 per year, to be paid one-half by State Funds and one-half by Federal Funds. It was agreed that a State-owned automobile would be made available for this position.

No further business was considered and the meeting adjourned at 12:45

P. M.

AGENDA MATERIALS
AND SUPPORTING DOCUMENTS
FOR THE MEETING OF
MAY 25, 1965

ITEMS FOR CONSIDERATION

AT THE MEETING OF THE BUDGET AND CONTROL BOARD,

IN THE GOVERNOR'S OFFICE, 11:00 A. M., TUESDAY, MAY 25, 1965

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PORTS AUTHORITY - CONSTRUCTION OF ADDITIONAL FACILITIES

The Ports Authority is requesting the Board's approval of the expenditure of around \$1,000,000.00 for the construction of additional facilities to accommodate its business with Dow Chemical Company and for installation of additional crane equipment.

Representatives of the Ports Authority will appear before the Board and present details of the proposals.

DEPARTMENT OF MENTAL HEALTH - ADDITIONAL FUNDS FOR
RENOVATION OF WILLIAMS BUILDING

On August 20, 1964 the Board approved the expenditure of \$437,859.00 for renovation of the Williams Building at the Columbia Division of the Department of Mental Health. Since that time the Department has revised its plans for the utilization of this building and has requested authorization to spend an additional \$186,690.00 in the renovation program.

A part of the additional cost involves an addition to two wings of the building, which will provide for forty additional patients. It is also proposed that the Registrar Division be moved to this building and that provision be made for additional office space for physicians.

The additional \$186,690.00 will be provided through the issuance of State Notes as now authorized for the Department of Mental Health.

UNIVERSITY OF SOUTH CAROLINA - APPROVAL OF ADDITIONAL FUNDS
FOR PHYSICAL SCIENCES CENTER

On April 6, 1965 the Board approved the construction of a Physical Sciences Center for the University of South Carolina at an estimated cost of \$3,160,650.00. Since that time the University has secured a Federal Grant of \$702,850.00 under the Higher Education Facilities Act for this project.

The University is requesting the Board's approval to expend this additional \$702,850.00 for the addition of the eighth floor to the building. This floor was eliminated in the original plans because of the lack of funds to provide all facilities originally planned for this building.

PROPOSED REGULATIONS FOR TRAVEL EXPENSES OF STATE EMPLOYEES

Attached herewith are proposed regulations regarding subsistence expenses of employees travelling on State business. The Board will be requested to give consideration to these proposals at the meeting.

INDUSTRIAL COMMISSION - REQUEST FOR ALLOCATION FROM CIVIL
CONTINGENT FUND

The Commission is requesting an allocation of \$2,000.00 for Office Supplies and \$900.00 for Telephone and Telegraph. The request indicates that these amounts will be necessary for normal operating expenses for this year.

The University is requesting the Board's approval to expend this additional \$702,850.00 for the addition of the eighth floor to the building. This floor was eliminated in the original plans because of the lack of funds to provide all facilities originally planned for this building.

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468-a

REGULATIONS BY THE STATE BUDGET AND CONTROL BOARD
GOVERNING REIMBURSEMENTS TO EMPLOYEES OF THE STATE GOVERNMENT
FOR EXPENSES INCURRED AND PAID IN TRAVELING ON OFFICIAL STATE BUSINESS

- o -

I. IN-STATE TRAVEL

1. The words "shall be allowed the sum of \$10.00 per day as subsistence expenses" shall apply only to a full day, including three regular meals and a night's lodging while in the travel status as limited in the Act.
2. For part of a day, deductions from the full day allowance shall be required as follows: For each regular meal not required, \$1.50; for a night's lodging not necessary, \$5.50.
3. That a full day's allowance of \$10.00 may be made to members of Legislative Committees, and members of Departmental and Institutional governing Boards, when regular or called meetings are held. For other travel by such Committee or Board members the allowance shall be governed by regulations for travel by employees of the State.

II. OUT-OF-STATE TRAVEL

1. For part of a day in the travel status outside of the State, a deduction of \$2.00 for each regular meal not required, and of \$6.00 for a night's lodging not necessary, shall be made from the full day allowance.
2. The additional daily allowance of \$2.50 for certain classes of employees, when working in cities of 250,000 or more population, shall be permitted only to those employees engaged in actually performing an audit, or in the investigation of a specific matter or problem. It shall specifically not be allowed in connection with the attendance at conventions.
3. Persons who are not employees of the State, and members of supervisory or advisory State Boards, Commissions, or Committees, while traveling outside of the State, and when funds are provided specifically for such travel by the Federal Government on an actual expense basis, may be paid actual expenses as contemplated by the supplier of such funds.

III. GENERAL

1. On all claims for reimbursement of travel expenses, the time of departure from official headquarters or place of residence (whichever is later) and the time of return to same (whichever is earlier) shall be shown.
2. All claims for reimbursements of travel expenses shall contain the following certification by the Department or Institution head, or a designated deputy:
"I certify that the travel covered by this expense reimbursement claim was actually performed as set forth in the requisition."

Signed _____

Title _____

B & C Bnd

5-25-65

11:00

All Present JMS, PCS

Porter Auth -

Amount of Dam Check Finally

\$150,000
300,000

~~Auth - to borrow to build.~~

Sup. fdr ^{not} now sufficient - Borrowing money

Legat - Johnson

Leg - Dam - 9% down
- Loss

Question as to legal auth to borrow

Legislation to remain contingency as to
security.

12:15

Aug 1st Est -

Auth to appl. Auth. Suppl. - 7,000 + 7,000 Fed.
Cont. Id.

STATE DEPARTMENT OF PUBLIC WELFARE

STATE BOARD
T. C. CALLISON, CHAIRMAN
LEXINGTON
HUGH K. AIKEN, 4TH DIST., VICE-CHAIRMAN
GREENVILLE
J. B. GRUBBS, 2ND DIST., SEC'Y.
BARNWELL
W. W. SMOAK, JR., 1ST DIST.
WALTERBORO
JAMES H. SHERARD, 3RD DIST.
ABBEVILLE
MRS. T. K. McDONALD, 5TH DIST.
WINNSBORO
MRS. J. DERHAM LEWIS, 6TH DIST.
MULLINS



P. O. BOX 1108
COLUMBIA, S. C.
29202

ARTHUR B. RIVERS
STATE DIRECTOR

May 24, 1965

Mr. J. M. Smith, Secretary
State Budget and Control Board
Wade Hampton Office Building
Columbia, South Carolina

Dear Mr. Smith:

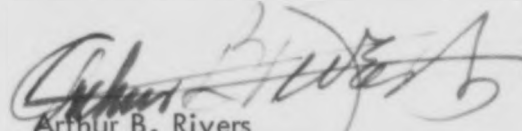
Because of a critical situation brought about by a very heavy turnover in the positions of Caseworker and Casework Supervisor, it is requested that the Department be given approval to increase the salaries of these two classifications by an additional 3% over and above the 3% granted by the General Assembly -- making a total increase of 6% for these two positions. To provide this raise, it will require an additional \$35,000 in State money which is available from Departmental funds.

The beginning salary for a Caseworker III is \$3,780 per annum. This position requires an A. B. degree plus an automobile. Of the 500 Caseworker and 50 Casework Supervisor positions allocated to the County Departments during the fiscal year ending June 30, 1965, we now have 46 vacancies for Caseworkers and 6 vacancies for Casework Supervisors, making a total of 52 in these two areas.

In analyzing the 500 Caseworker positions, we find that the separations in these two areas during the current fiscal year have amounted to 105 resignations and 2 retirements. It is also noted that 149 Caseworkers have been with the agency 5 years or more; 15 less than 5 years; 26 less than 4 years; 39 less than 3 years; 93 less than 2 years; and 132 have been with the agency less than 1 year.

In order to recruit and to retain personnel, it is imperative that these salaries be increased and we will appreciate it very much if approval can be given as requested above. A current salary scale for the entire Department is attached for your information.

Sincerely yours,


Arthur B. Rivers
State Director

ABR-nb
Enclosure

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STATE DEPARTMENT OF PUBLIC WELFARE
Columbia, South Carolina

ANNUAL SALARY SCALE
Effective July 1, 1964

Chief, Division of Finance -----	\$9030-9345-9660-9975
Chief, Division of Public Assistance)	
Chief, Division of Field Service) ---	\$8715-9030-9345-9660
Chief, Division of Child Welfare Services)	
Chief, Division for the Blind)	
Administrative Assistant -----	\$7770-8085-8400-8715
Assistant Chief, Division of Finance)	
Supervisor of Procurement & Supplies) -----	\$7560-7770-7980-8190
and Concession Stands)	
Supervisor of Quality Control Review)	
Rehabilitation Supervisor -----	\$7350-7560-7770-7980
Accountant)	
Supervisor of Training) -----	\$7140-7350-7560-7770
Supervisor of Medical Care)	
Computer Systems Supervisor -----	\$6900-7100-7300-7500
Personnel Officer)	
Supervisor of Research & Statistics)	
Field Supervisor) -----	\$6615-6825-7035-7245
Child Welfare Consultant)	
Medical Consultant)	
Medical Social Worker)	
Social Service Analyst)	
Social Service Consultant) -----	\$6405-6615-6825-7035
Appeals Examiner)	
Consultant on Aging)	
Supervising Tabulating Equipment Operator ----	\$6300-6510-6720-6930
Asst. Supv. Tabulating Equipment Operator ----	\$5985-6195-6405-6615
Personnel Technician -----	\$5880-6090-6300-6510
Junior Accountant)	
Statistician) -----	\$5670-5880-6090-6300
Unit Supervisor)	
Associate Field Supervisor) -----	\$5460-5670-5880-6090
Associate Child Welfare Consultant)	
Rehabilitation Counselor -----	\$5276-5486-5696-5906-6116
Craft Supervisor -----	\$4830-5040-5250-5460
Senior Tabulating Equipment Operator -----	\$5355-5565-5775-5985
Accounting Clerk)	
Junior Statistician) -----	\$4620-4830-5040-5250
Quality Control Reviewer)	

STATE DEPARTMENT OF PUBLIC WELFARE
Columbia, South Carolina

ANNUAL SALARY SCALE (cont'd)
Effective July 1, 1964

Placement Agent -----	\$4494-4704-4914-5124
Secretary) -----	\$4095-4305-4515-4725
Principal Clerk I)	
Home Teacher (Sighted) -----	\$3990-4200-4410-4620
Duplicating Machine Operator)	
Tabulating Equipment Operator)	
Principal Stenographer) -----	\$3806-3964-4121-4279
Principal Clerk)	
Statistical Clerk)	
Home Teacher (Blind))	
Computer Programming Clerk)	
Key Punch Operator -----	\$3308-3413-3518-3623
Merit System Supervisor -----	\$1785
Guide (Blind Home Teacher) -----	\$2021
Supervising Ophthalmologist -----	\$2730
Porter -----	\$2835
Supervising Physician -----	\$3570
Secretary-Librarian -----	\$6300
County Director I -----	\$5460-5670-5880-6090-6300
County Director II -----	\$5040-5250-5460-5670-5880
County Director III -----	\$4725-4935-5145-5355-5565
Principal Case Work Supervisor -----	\$4410-4620-4830-5040-5250
Senior Case Work Supervisor -----	\$4305-4515-4725-4935-5145
Case Work Supervisor -----	\$3990-4095-4200-4305-4410
Case Worker I -----	\$4200-4305-4410-4515-4620-4725
Case Worker II -----	\$3974-4053-4132-4211-4289-4368
Case Worker III -----	\$3780-3859-3938-4016-4095-4174
Casework Aide -----	\$3000
Senior Stenographer) -----	\$3203-3281-3360-3439-3518-3596
Senior Clerk	
Junior Stenographer) -----	\$2888-2966-3045-3124-3203-3281
Junior Transcribing Clerk)	
Junior Clerk) -----	\$2783-2861-2940-3019-3098-3176
Clerk-Typist)	



STATE OF SOUTH CAROLINA
DIVISION OF GENERAL SERVICES
BUDGET AND CONTROL BOARD
300 GERVAIS STREET
COLUMBIA

FURMAN E. McEACHERN, JR.
DIRECTOR

BUILDINGS AND GROUNDS
DEPARTMENTAL SERVICES
INSURANCE FOR PUBLIC
BUILDINGS
PRINTING AND OFFICE
SUPPLIES
PURCHASING
SINKING FUNDS
SURPLUS PROPERTY
PROCUREMENT

May 21, 1965

Memorandum to Budget and Control Board Members:

It is requested that I be granted permission to be absent from the meeting of the Budget and Control Board on Tuesday, May 25. I have agreed to attend a conference being held by the Council of State Governments to discuss data processing methods and techniques.

The attached items of my agenda are routine in nature, and I have asked Mr. J. M. Smith to present them for your action.

With kind regards, I am

Yours very truly,

F. E. McEachern, Jr.
Director

is

CC: Mr. P. C. Smith

BUDGET AND CONTROL BOARD
AGENDA ITEMS
DIVISION OF GENERAL SERVICES

Meeting of May 25, 1965

1) Requests to Purchase State-owned Vehicles

Commission of Forestry

1 Chevrolet Biscayne Station Wagon to replace 1962 Ford Falcon Station Wagon with 42,810 miles.

1 Ford Country Sedan to replace 1961 Ford Ranch Wagon with 94,296 miles.

The Citadel

1 Chevrolet Station Wagon to replace 1959 similar model with 39,409 miles.

Clemson University

1 Plymouth Fury to replace 1965 Plymouth Fury which was in an accident and damaged beyond repair.

1 Chevrolet Bel Air to replace 1962 Chevrolet Biscayne with 50,823 miles.

1 Plymouth Fury II to replace 1963 Plymouth Belvedere with 40,566 miles.

1 Ford, Chev., or Plymouth to replace 1963 Chevrolet with 65,000 miles.

1 Ford, Chev. or Plymouth; No trade-in.

S.C. Ports Authority

1 Chevrolet Chevelle to replace 1961 Ford Falcon with 62,000 miles.

Wildlife Resources Department

6 Fords, Chevrolets or Plymouths to replace 1963 Dodges with high mileage readings. *assigned 3 Dist Supervisor & District Biologists*

45 Fords, Chevrolets or Plymouths to replace (45) 1963 Dodge Police Specials used by Warden Personnel.

see note
~~4 cars to be assigned new Warden personnel. I can for~~
It is recommended that these requests be approved.

*Note: 39 cars to replace vehicles for Game Wardens
4 cars for new wardens
1- New assignment - R.N. Settle, Warden-Pilot
1- New assignment - Game Warden James Mitchell*

BUDGET AND CONTROL BOARD
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4 cars for new wardens
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2) Use of ZIP Codes

The United States Post Office is requesting the cooperation of the State of South Carolina for the promotion and use of ZIP Codes in mailing. The purpose of ZIP Codes is to enable the Post Office Department to handle mail more efficiently. It has been requested that the Budget and Control Board adopt the following policy and distribute it to all State agencies:

- a. When printing application forms or other forms requiring the mailing address of a person or firm, reserve a place in the address for the ZIP Code.
- b. Use the ZIP Code in the address on all outgoing mail. In many instances the ZIP Code can be picked up from correspondence or forms received. ZIP Codes may also be secured from the Post Office and from directories available upon request from the Post Office.
- c. Give careful study and consideration to the use of data processing equipment where available in order that the ZIP Code will become as much a part of a person or firm's mailing address as a street and number, post office and state.

It is recommended that the Board adopt this policy and authorize the Division of General Services to distribute it to all agencies in State Government.

3) Vault - Hampton Building

The Director of General Services in conference with the State Treasurer and the Superintendent of Buildings and Grounds has obtained specifications for installation of a Class 10 (maximum-security) Vault in the area of the Hampton Building to be occupied by the Office of the State Treasurer. The nature of this work did not lend itself to competitive bidding, and the proposal of the Mosler Safe Company was accepted. The cost of the vault would amount to approximately \$52,000 to be paid out of the six and one-half million dollar loan for renovations and construction.

It is recommended that the Board approve this action of the Director of the Division of General Services.

4) Wallace Apartment Building

Since original space assignments were made based on completion of the Rutledge Building and the Marion Sims Building, there has been considerable growth in a number of agencies. The O. A. S. I. Unit of Vocational Rehabilitation will require an increase of 25 per cent in floor space effective July 1.

- Details*
- 4) The Industrial Commission has three new positions which apparently will be approved. The State Development Board program will require an additional 7,500 square feet. If the Federal Education Program is funded for the next fiscal year, the State Department of Education will probably increase by 25 per cent.

29,000 ?

Completion of the new buildings, under these circumstances, will not meet the space requirements of State agencies during fiscal 1965-66. It is recommended that the Board approve repairs to the Wallace Building and minimum renovations to permit its continued use as office space.

- 5) Note - Kershaw County

OK

The Division of General Services holds a note against the Kershaw County Board of Directors in the amount of \$500,000 payable in five annual installments beginning June 9, 1965. An Act was passed this year, and approved by the Governor, enabling the school districts of Kershaw County to issue general obligation bonds for the purpose of repaying this indebtedness. The County Board of Directors has requested a deferment of the June 9, 1965 installment until proceeds from the sale of the bonds are in hand.

It is recommended that this request be approved.

- 6) Transfer of Custody - Egg and Deveau Islands

OK
Custody

The South Carolina Wildlife Resources Department, Division of Game, has requested the transfer of title and/or custody of Egg and Deveau Islands (areas lying above mean high water mark) to that Department for wildlife refuge purposes. These islands are in Charleston County and are, at least in part, naturally formed in recent years.

It is recommended that these areas be assigned to the Wildlife Resources Department for custody and maintenance with title to the land subject to future action of the Budget and Control Board.

REGULATIONS BY THE STATE BUDGET AND CONTROL BOARD
GOVERNING REIMBURSEMENTS TO EMPLOYEES OF THE STATE GOVERNMENT
FOR EXPENSES INCURRED AND PAID IN TRAVELING ON OFFICIAL STATE BUSINESS

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I. IN-STATE TRAVEL

1. The words "shall be allowed the sum of \$10.00 per day as subsistence expenses" shall apply only to a full day, including three regular meals and a night's lodging while in the travel status as limited in the Act.
2. For part of a day, deductions from the full day allowance shall be required as follows: For each regular meal not required, \$1.50; for a night's lodging not necessary, \$5.50.
3. That a full day's allowance of \$10.00 may be made to members of Legislative Committees, and members of Departmental and Institutional governing Boards, when regular or called meetings are held. For other travel by such Committee or Board members the allowance shall be governed by regulations for travel by employees of the State.

II. OUT-OF-STATE TRAVEL

1. For part of a day in the travel status outside of the State, a deduction of \$2.00 for each regular meal not required, and of \$6.00 for a night's lodging not necessary, shall be made from the full day allowance.
2. The additional daily allowance of \$2.50 for certain classes of employees, when working in cities of 250,000 or more population, shall be permitted only to those employees engaged in actually performing an audit, or in the investigation of a specific matter or problem. It shall specifically not be allowed in connection with the attendance at conventions.
3. Persons who are not employees of the State, and members of supervisory or advisory State Boards, Commissions, or Committees, while traveling outside of the State, and when funds are provided specifically for such travel by the Federal Government on an actual expense basis, may be paid actual expenses as contemplated by the supplier of such funds.

III. GENERAL

1. On all claims for reimbursement of travel expenses, the time of departure from official headquarters or place of residence (whichever is later) and the time of return to same (whichever is earlier) shall be shown.
2. All claims for reimbursements of travel expenses shall contain the following certification by the Department or Institution head, or a designated deputy:
"I certify that the travel covered by this expense reimbursement claim was actually performed as set forth in the requisition."

Signed _____

Title _____

RUTLEDGE BUILDING

Remembering her hazardous beginnings as a free and independent State, South Carolina in naming this mighty building pays tribute to two of her patriot sons, brothers who nourished and sustained her in the days of her weakness.

JOHN RUTLEDGE, 1739-1800

President of South Carolina, 1776-1778, Governor at home and in exile, 1779-1782, Signer of the U. S. Constitution, 1787, Chief Justice of the State, 1791-1795, and of the United States, 1795.

EDWARD RUTLEDGE, 1749-1800

Signer of the Declaration of Independence, 1776, Captain of Artillery and Lieutenant-Colonel, wounded and taken prisoner in the defense of liberty, 1779-1781, member of the General Assembly, 1782-1798, Governor, 1798-1800.

THE SOUTH CAROLINA CITIZEN

who visits here will cherish the State and Nation they helped to build, The men and women who work here will follow their pattern of dedicated service.

CONSTRUCTED, 1964-1965

Under supervision of the State Budget and Control Board: Governor Donald S. Russell, Chairman 1963-65; Governor Robert E. McNair, Chairman, 1965; Jeff B. Bates, State Treasurer; E. C. Rhodes, Comptroller General; Edgar A. Brown, Chairman, Senate Finance Committee; R. J. Aycock, Chairman, House Ways and Means Committee. Congaree Construction Company, General Contractors. Lyles Bissett Carlisle & Wolff, Architects-Engineers.

The above wording for a plaque to be placed on the new (Rutledge) State Office Bldg. was approved by individual contact with B. & C. Board members, May 4, 1962

E N D