

From: Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>
To: Danny Varat <DannyVarat@scstatehouse.gov>
Date: 11/14/2017 12:00:58 PM
Subject: FW: Travel Documents

Can you get me the name of Senator Scott's Staff person please. I have Addie Patterson from Duncan's Office because she just sent him a thank you note.

Best Regards,
Catherine McNicoll
Director of Legal & Legislative Affairs
Lieutenant Governor's Office
CatherineMcNicoll@SCStatehouse.gov
803-734-5292 (phone)

From: Wingfield, Paula [mailto:pwingfield@aging.sc.gov]
Sent: Monday, November 13, 2017 10:57 AM
To: Catherine McNicoll
Subject: RE: Travel Documents

Catherine,

In regards to the Lt. Governor's meal reimbursement with the Legislative Staff, please provide the names of the staff from Sen Scott and Rep Duncan's office that attended the lunch.

Please see below the State Travel Regulation policy related to Agency Head.

Agency Head Business Expenses

The General Appropriations Act provides the following:

"Agency Heads and Deputy Commissioners or Deputy Directors designated by Agency Heads may receive reimbursement for business expenses incurred while performing their official duties, provided that receipts are presented when seeking reimbursement and justification is submitted to document the time, place, and purpose of the expense as well as the names of the individuals involved. The Department of Administration shall promulgate regulations governing these expenses."

The Department of Administration has approved the following guidelines for reimbursement:

- A. Amounts and descriptions (i.e. lunch, dinner, etc.) of each separate expenditure must be provided.
- B. The time and place of each expenditure must be provided.
- C. The business purpose of each activity, including a description of any business benefit derived or expected and the nature of any business discussions must be described.
- D. The business relationship of other individuals must be established by providing names, title, occupations, or other pertinent information sufficient to establish the relationship.
- E. No expenses shall be allowed for other state employees, board members, or legislative officials.

Thanks

PW

From: Catherine McNicoll [mailto:CatherineMcNicoll@scstatehouse.gov]
Sent: Thursday, November 02, 2017 2:08 PM
To: Wingfield, Paula
Subject: Travel Documents

Good Afternoon Paula,

Attached is the completed form for my travel last week and a form with documentation from a recent trip the Lt. Governor took. For the Lieutenant Governor's I was not sure for employee number nor for who approves his. Please let me know what I need to fill in these items. Thank you.

Best Regards,

Catherine McNicoll

Director of Legal & Legislative Affairs

Lieutenant Governor's Office

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