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Date: 9/10/2015 11:27:14 AM

Subject: FY 2015 Travel Report

Attachments: FY 2015 Travel Report.txt

Hello,

The Comptroller General's Office is preparing to issue a Travel Report for Fiscal Year 2014-2015 in accordance with Proviso 117.28 of the Appropriation Act. The proviso requires employee job titles to be included in the Travel Report.

Our office has obtained the majority of this information from the Budget and Control Board's Office of Human Resources; however there may be instances where the job titles are missing for certain employees. In these cases, it will be necessary for us to obtain job titles directly from the agency.

Please review the attached report that shows the top employees with travel expenses for your agency during fiscal year 2014-2015. Use this information to create an e-mail that includes the names and job titles of employees in your agency for whom travel expenses were paid or reimbursed during the year. This e-mail should contain the full name and job title for each of the top employees whose job title is listed as NON REGULATORY, NOT AVAILABLE THROUGH OHR, NOT ASSIGNED or UNCLASSIFIED.

Example: John Smith – Director of Finance

Note: Only provide the above information for those employees who are missing job titles or have an incorrect job title listed on the attached text file.

Additionally, we request that agencies provide a brief summary describing the type and purpose of their travel in a file format that is compatible with Microsoft Word 2003. Please limit the summary to no more than two short paragraphs. The job titles and narrative summary must be submitted in electronic format to this office **no later than Friday, September 18, 2015.**

If you have any questions concerning the Travel Report, please contact Keith Scott at (803) 734-2601 or kscott@cg.sc.gov.

Thanks,

Keith Scott

Comptroller General's Office

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