

WEST VIRGINIA UNIVERSITY
Travel Guide
for
West Virginia University and Regional Campuses

The purpose of this guide is to establish the reimbursement/payment parameters for travel by West Virginia University employees and non-employees while traveling on Official University business. Each section serves to clarify operating policy in accordance with WVU Board of Governors Policy #4 "Travel".

Section 1. General

1.1 Scope:

- 1.1.1 This policy applies to all University employees, including those on the regional campuses.
- 1.1.2 Consultants and contractors are not required to use these rules and regulations, at the institution's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.
- 1.1.3 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.

1.2 Authority: West Virginia Code §12-3-11

1.3 Effective Date: **July 1, 2003**

1.4 According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all the requirements of this rule.

Section 2. Provisions Applicable Only to the West Virginia University Board of Governors.

2.1 The Governing Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit the campus of any institution of higher education, or any other facility under the control of the Board, to be interviewed concerning her or his possible employment by the Board or agent thereof. Authorization for such payment shall

be given by the president, and/or other administrative head of an institution, or their duly authorized designee(s).

- 2.2 The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving her or his household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any one such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the president, and/or other administrative head of an institution, or their duly authorized designee(s).

Section 3. Delegation of Authority and Responsibilities

- 3.1 Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the president of an institution of higher education, hereinafter called the "Chief Executive Officer." Such delegated authority may also be revoked by the Governing Board.
- 3.2 The Chief Executive Officer may also delegate authority to others within her or his respective institutions to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
- 3.3 Travel may be authorized only for official business and only if the institution has the financial resources to reimburse the traveler for travel expenses.
- 3.4 The Chief Executive Officer or designee may also develop administrative policies and procedures for her or his institution, consistent with this rule, to provide additional guidance to employees and others traveling on behalf of the institution.
- 3.5 The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established by this rule for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

Section 4. Travel Regulations Applicable to All Employees, Board Members, and Non-Employees

4.1 Employees

4.1.1 Approval to travel shall be secured in advance by the employee. Under no circumstances should an employee travel without proper approval.

4.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required original receipts, to her or his institution within 30 days after the last day of the approved travel in order to qualify for reimbursement of expenses that were not paid using the State Procurement Card.

4.2 Members of the Governing Board and Members of Institutional Boards of Advisors

4.2.1 This rule shall govern reimbursement of travel expenses to members of the Governing Board and members of Institutional Boards of Advisors when a Board member requests reimbursement for such expenses from the Governing Board.

4.3 Non-Employees

4.3.1 When non-employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this rule.

Section 5. Transportation

5.1 Air Transportation

5.1.1 Commercial Airlines

5.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare, and any processing fee charged by the travel agency. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

5.1.1.2 Travelers are required to make airfare bookings through National Travel Service. Off contract airfare will only be approved if the traveler can provide documentation showing airfare through a

non-contract vendor is less expensive. Tickets for airfare may be purchased up to 180 days before the trip begins.

- 5.1.1.3 In order to receive reimbursement when airfare is purchased on a traveler's personal card, the traveler must submit the "passenger coupon", E-Ticket receipts or certified copy from the commercial airline ticket. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account settlement. Refundable or unused airline tickets shall be returned immediately.
 - 5.1.1.4 Commercial airline tickets may be direct billed to the institution and paid in advance.
 - 5.1.1.5 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.
 - 5.1.1.6 Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.
- 5.1.2 Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.
- 5.1.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.
 - 5.1.2.2 If authorized by the Chief Executive Officer or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use.

A competitively bid charter service contract, if available, may be used, as appropriate.

5.2 Ground Transportation

5.2.1 The traveler may use a state owned vehicle, privately owned vehicle, commercial rental vehicle or rail service for ground transportation when traveling on official business of the institution. Receipts and documentation are not required unless otherwise indicated below or required by the institution.

5.2.1.1 State Owned Vehicles: State owned vehicles may be requested from WVU's Motor Pool. State owned vehicles are for "official business use" only and must be operated by an employee of WVU. The State Procurement card should be used to make this payment. Receipts are required for reconciliation purposes and must be submitted to their appropriate Departmental Card Coordinator in accordance with the State Procurement Card Policies.

5.2.1.2 Privately Owned Vehicles/Courtesy Vehicles: Privately owned and courtesy vehicles may be used when traveling on institutional business. Reimbursement will be at the prevailing rate per mile established by the Internal Revenue Service.

5.2.1.3 Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on institutional business. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement will be made for full size vehicles if more than three (3) people are traveling together on institutional business and for larger vehicles if a group of five (5) or more is traveling together. Reimbursement may also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap. Receipts for car rental are required for reimbursement. Receipts for fuel costs are not required unless they exceed the current GSA receipt requirements.

5.2.1.3.1 Insurance: Collision damage waivers for rentals of seven (7) days or less are also reimbursable, and should be taken unless the rental was made using the state issued travel card. MasterCard provides collision damage coverage at no cost for rentals up to 60 days.

Collision damage waivers for rentals of more than seven (7) days are not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals in excess of seven (7) days. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is an allowable expense for any approved rental vehicle used outside the United States.

5.2.1.4 Rail Service: May be used for ground transportation in accordance with the institution's policies and procedures. Travelers are expected to make advanced bookings through a contracted travel service vendor and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Receipts are required for reimbursement purposes.

5.2.1.5 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed without receipt up to the Internal Revenue Service limit (currently \$75) for miscellaneous expenses.

5.2.2 The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.

5.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation to and from the airport.

5.2.4 Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

Section 6. Lodging

6.1 Lodging reimbursement will be at the single room rate. For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost

for accommodations. A copy of the other traveler's expense account must be attached to the traveler's expense account. Reimbursement for multiple occupancy, when only one of the travelers is on higher education business shall be at the single room rate. Receipts are required for reimbursement purposes. Reservations for lodging are not required to be made through a contracted travel agent.

- 6.2 Lodging may be direct billed; however, the traveler must note the expenditure on the final expense account settlement.
- 6.3 Hotel Folio Payment - business related costs assigned to the folio such as business phone charges, business internet access, and allowed phone call to home residence are allowable expenses. (See Section 9 Other Expenses for specifics.) However, personal entertainment expenses such as movie, room service, self-service snacks and drinks are not allowed. Receipts for lodging are required for reimbursement purposes.

Section 7. Meals

- 7.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.
- 7.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's policies and procedures.
- 7.3 Meal expense reimbursement for single day travel (when there is not an overnight stay) is NOT allowed.
- 7.4 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgement in determining what is a "reasonable" expense to incur for the situation.
 - 7.4.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required; or in lieu of receipts for students, a student signature form, in accordance with the Auditor's current guidelines, may be provided.

Section 8. Registration Fees

- 8.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, (even those that include lodging and meals) as well as event related materials, should be paid using the State Procurement Card. Registration fees may also be direct billed to the institution when feasible. Advance payment of registration fees is permitted if required or if doing so results in a savings to the institution.
- 8.2 Receipts are required for reconciliation purposes and must be submitted to their appropriate Departmental Card Coordinator in accordance with the State Procurement Card Policies. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipt/documentation is acceptable.
- 8.3 The traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees. If meals are included in the registration fee, payment using the State Procurement card is allowed.
- 8.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

Section 9. Other Expenses

- 9.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is in excess of current Internal Revenue Service or GSA limits for miscellaneous expenses, or unless otherwise required by the institution. Such expenses and reimbursement may include, but are not limited to:
 - a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portering (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
 - b. Baggage storage between appointments, and between hotels and meeting places;

- c. Tolls, garage and parking fees, including gratuities;
 - d. Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.
 - e. Currency conversion;
 - f. Guides, interpreters, and visa fees; and
 - g. Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed the maximum amount of \$3.00 per day, provided the call is not charged to the telecommunications card issued by the state or the institution.
- 9.2 Non-reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the Chief Executive Officer or designee.
- 9.3 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

Section 10. Form of Payment for Business Travel

- 10.1 Corporate Charge Card: Travelers should use the travel card issued by the State of West Virginia for business related travel expenses, or a higher education corporate charge card if available.
- 10.1.1 Organized student travel authorized by the institution may be paid by an authorized employee of the College using the corporate travel card.
- 10.2 Cash Advances from the State Auditor's Office:

Cash advances may be requested from the State Auditor's Office according to the procedures established by the Auditor for student travel,

and for group travel such as bands, athletic teams and organized student groups. West Virginia University shall establish policies and procedures for requesting and settling cash advances with the Auditor.

10.3 Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Travel Credit Card

10.3.1 Employees may secure a cash advance for business travel expenses only. Cash advances are not permitted for personal purposes. Employees are authorized a minimum of \$100 and a maximum of \$500 per ATM cash advance, not to exceed \$2,000 per month, or the maximum charge limit for ATM cash advances established by the issuing bank on the cardholder's account, whichever is less. Up to two transaction fees may be reimbursed per week for ATM cash advances as documented by ATM receipts. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.

10.3.2 A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business. The preferred method of obtaining a cash advance is to use the state corporate travel credit card at an ATM.

10.3.3 West Virginia University shall adopt and actively pursue policies and procedures to manage and minimize credit losses by employees using the corporate charge card.

10.4 Direct Billing: Direct billing may be authorized by the appropriate dean/director or designee. The traveler is responsible for noting all expenses related to the trip on her/his final expense account settlement that were direct billed.

Section 11. Reimbursement Forms

11.1 The form(s) used for reimbursement of travel expenses shall be those promulgated by West Virginia University.

Section 12. Other Provisions

12.1 According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official travel.

PROCEDURE

Procedure development rests with the WVU Business Services.

RESPONSIBILITY FOR IMPLEMENTATION

All employees are responsible for providing full support of this policy. It is the responsibility of the Dean or Director to implement and maintain this policy within their college, department or unit. The Payment Services Office, at 293-5711 or PO Box 6024 is available to answer questions or provide additional information regarding this policy.

RESPONSIBILITY FOR INTERPRETATION

The responsibility for interpretation of this policy rests with Business Services, West Virginia University.

<u>Description of Expense</u>	<u>Allowable</u>	<u>Receipt/Doc Required</u>
Airfare		
Chartered	Yes	Yes
Commercial	Yes	Yes
Automobile		
Private	Yes	No
Rental, commercial	Yes	Yes
State Owned	Yes	No

Baggage Insurance		
Business Items	Yes	No, unless >
\$75		
Personal Items	No	
Cancellation/Modification Costs		
Incurred to obtain lower trip cost	Yes	Yes
Personal Convenience	No	
RC Convenience	Yes	Yes
Flight Insurance - Personal	No	
Rail Transportation	Yes	Yes
Lodging	Yes	Yes
Meals (Federal Authorized Daily Rate)	Yes	No
Abstract Fees	Yes	Yes
ATM Transaction Fees	Yes	Yes
Currency Exchange Fees	Yes	No, unless >
\$75		
Interest/Late Payment Penalty	No	
Laundry Fees (only if allowed by grant)	Yes	No, unless
>\$75		
Parking fees, tolls, taxis, etc.	Yes	No, unless
>\$75		
Passports (may be direct project expense)	No	
Registration/Conference Fees	Yes	Yes
Telephone/Fax		
Personal (actual cost not to exceed \$3 per day)	Yes	No
Business	Yes	No, unless
>\$75		
Tips/Gratuities (baggage, maids, etc.)	Yes	No, unless
>\$75		
Visas, Inoculations, Photos	Yes	No, unless
>\$75		
(When obtained specifically for RC trip)		

