

WEST VIRGINIA STATE COLLEGE BOARD OF GOVERNORS

West Virginia State College and the West Virginia State Community and Technical College

BOG Policy #5

Title: Travel Regulations

Section 1. General

1.1 Scope: This policy establishes the procedures for any travel by employees of West Virginia State, members of the West Virginia State College Board of Governors and other non-employees of the College.

1.2 Authority: WV Code §12-3-11 and the Higher Education Policy Commission Procedural Rule Series 29.

1.3 Effective Date: May 21, 2003

Section 2. Guidelines and Procedures for West Virginia State Employees and Board Members

2.1 Approval to travel must be secured in advance; under no circumstances should an employee travel without proper approval;

2.2 The traveler is responsible for submitting a travel expense settlement form to Purchasing, with all required attachments, within a reasonable time period of one (1) week from the last day of approved travel, in order to qualify for reimbursement of expenses;

2.3 A Corporate travel card may not be used for personal expenses;

2.4 All airfare reservations should be arranged through the contracted travel agency. (Any airfare arrangements not made through one of the contracted vendors may not be reimbursable.) The current State Contracted Agency to be used for airfare reservations is:

National Travel

www.nationaltravel.com

Section 3. Guidelines and Procedures for Non-Employees of West Virginia State

3.1 West Virginia State requires that consultants, contractors, and interview candidates are subject to the same travel rules and dollar limits as employees if travel is to be reimbursed;

3.1.1 They must complete the appropriate documentation providing all required receipts;

3.1.2 If they do not wish to follow our travel regulations, then travel must be a part of an all-inclusive flat fee.

Section 4. Specific Travel Related Activities

4.1 Air Transportation

4.1.1 Reimbursement can be made to the traveler in advance for airfare purchases up to 180 days before the trip begins;

4.1.2 A "Passenger receipt" must accompany the settlement in order to receive reimbursement;

4.1.3 If the traveler's airfare is reimbursed prior to the trip, it must be referenced on the final expense account settlement;

4.1.4 West Virginia State will only make **one** advance payment per trip per traveler for airfare and/or registration;

4.1.5 The maximum amount chargeable for a Ticket Exchange is \$75.00;

4.1.6 If a traveler chooses to drive rather than fly, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.), not to exceed the lowest available commercial airfare. Reimbursement will be at the current mileage rate as established by the State of West Virginia and /or the Internal Revenue Service

4.1.7 Airline reservations should be made online whenever possible as this is the least expensive method. Service charges are subject to change without notice.

4.2 ATM Transactions

4.2.1 Cash advances may be obtained through the Corporate Travel Card by using the ATM. **Cash advances are not permitted for personal use;**

4.2.2 ATM receipts are required for reimbursement of the corporate card fee and bank fee;

4.2.3 The traveler must be in overnight status before they can be reimbursed for an ATM fee and/or terminal fee;

4.2.4 The employee can be reimbursed for up to two ATM fees and/or associated fees per trip in a rolling seven-day period.

4.3 Direct Billed Payments

4.3.1 Copies of direct-billed receipts **MUST** be attached with the final expense account. Providing this information/documentation is the responsibility of the traveler. Example: Airfare billed to Corporate Travel Card, registration billed to the Purchasing Card or Purchase Order **must be referenced** in the direct-billed section and a copy of the receipt included with final travel settlement. Providing copies of this documentation is the responsibility of the traveler.

4.4 Foreign Travel

4.4.1 Persons who are traveling in a foreign country must report their expenditures in United States dollars. The rates of conversion must be listed on the expense account.;

4.4.2 If meals exceed the ADR (authorized daily rate), contact your contracted travel service for the amount that can be claimed;

4.4.3 Reimbursement may be made for visa fees, guides, interpreters and currency conversion.

4.5 Lodging

4.5.1 Lodging arrangements are **not** required to be made through one of the contracted agencies;

4.5.2 Lodging shall be reimbursed at the least expensive single room rate.

If accommodations are shared with other travelers their name(s) must be noted on the travel settlement;

4.5.3 Original itemized receipts (folio) are required for lodging reimbursement. **Copies or faxed** copies must be certified as original by the traveler;

4.5.4 The hotel receipt is **not** required to show a zero balance;

4.5.4 Lodging billed directly to West Virginia State must have prior approval of the Purchasing Director.

4.6 Meals

4.6.1 Meal reimbursement is **NOT** allowed on one-day travel, except for exigent circumstances as authorized and when travel time begins and/or extends more than two (2) hours beyond the traveler's normal work day.

4.6.2 Reimbursement will be made for actual expenses up to the maximum daily rate as follows: Meal expense reimbursement is limited to **actual expenses** for food, services and gratuities up to the rate authorized by the Governing Board. Specifically excluded are alcoholic beverages and entertainment expenses.

Total Daily Maximum

\$35.00 in-state

\$50.00 out-of-state

4.6.3 For the purpose of determining the amount of deductions for meals on a uniform basis allowances for meal expenses shall be deducted accordingly:

Breakfast 20% of the maximum daily rate

Lunch 20% of the maximum daily rate

Dinner 60% of the maximum daily rate

4.6.4 To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before their normal workday or be in overnight status;

4.6.5 To be eligible for dinner, the traveler must end the trip at least two (2) hours after their normal workday ends or be in overnight status;

4.6.6 Travelers **will not** receive an allowance or reimbursement for meals that are included in registration fees

4.6.7 Whenever an audit shows that the traveler is consistently taking the full rate or is in some other way using a regular flat rate, West Virginia State will require meal receipts;

4.6.8 Travelers transporting or accompanying students or others entrusted to a spending unit for their care, education or placement, receipts are required or in lieu of receipts for students, a student signature form may be provided.

4.7 Mileage

4.7.1 Mileage is reimbursed for use of a personal vehicle;

4.7.2 Reimbursement will be at the current mileage rate as established by the State of West Virginia and/or Internal Revenue Service.

4.8 Personal Telephone Calls

4.8.1 When a traveler is on multiple days of travel or single day and is unexpectedly delayed for business reasons, reimbursements shall be made at actual cost as listed on hotel receipt/folio, not to exceed \$3.00 a day;

4.8.2 These expenses should be listed on the settlement form as "personal telephone call."

4.9 Business Telephone Calls

- 4.9.1 Business telephone call (local or long distance) will be reimbursed at actual cost as listed on hotel receipt/folio;
- 4.9.2 These expenses should be listed on the settlement form as “business telephone call.”
- 4.10 Registrations
- 4.10.1 Original receipts are required for reimbursements;
- 4.10.2 Direct-billed registration (i.e. Corporate Travel Card, Purchasing Card, and Purchase Order) **must be referenced** in the direct-billed section and a copy of the registration form or receipt included with final travel settlement.
- 4.11 Rental Vehicles
- 4.11.1 Rental vehicles are **not** required to be reserved through the contracted travel service vendor;
- 4.11.2 Collision damage waver (CDW) insurance should be taken for rentals of seven days or less **unless** the Corporate Travel Card is being used;
- 4.11.3 The Corporate Travel Card provides collision damage coverage up to 60 days. This does not cover the rental of trucks, campers, off road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars or vans that seat more than 15 occupants;
- 4.11.4 Travelers should return rental cars with a full tank of fuel to avoid high refueling costs charged by rental agencies;
- 4.11.5 Reimbursement will be made for actual fuel costs, receipts are required.
- 4.12 Student Travel/Guardian Travel
- 4.12.1 Meal receipts are required for reimbursement unless per diem allocation is issued;
- 4.12.2 If a daily per diem is allocated to each student or other individual, the traveler is responsible for disbursing the funds and must submit a signed statement from each student verifying receipt of monies.

Travel Expense Account Settlement

(See sample form on next page)

1. **Name (Traveler's Full Name)**
2. **Title (i.e., Professor, Instructor, Director, etc.)**
3. **FIMS Vendor No. (Can be Found on Completed Travel Authorization)**
4. **Address (Traveler's Home Address)**
5. **Social Security Number . (Traveler's SSN)**
6. **City, State, & Zip Code (Traveler's Home Address)**
7. **Headquarters (Institute)**
8. **Normal Daily Working Hours (i.e., 8:00 - 5:00)**
9. **Department (Music, Biology, Admissions, Accounting, Business Services, Bookstore, etc.)**
10. **Division (Academic Affairs, Administrative, Planning/Advancement, Community & Technical College, Student Affairs, President's Area)**
11. **Section (Traveler's Campus Telephone Number)**
12. **Purpose of Travel (Name of conference or meeting being attended)**
13. ***Each day's charges should be on a separate line. If only a one day trip, mileage can be combined and marked as a round trip (RT). If more than one day, mileage should be charged against the day actual travel was done.**
 - a. **Date (Each day should be on separate line)**
 - b. **Time (Hour of Departure/Return)**
 - c. **City/State (City and State of Departure/Return)**
 - d. **Miles (Total Miles Driven)**
 - e. **Amount (Total Miles @ \$0.365 or Current Mileage Rate)**
 - f. **Air (Cost of Airline Tickets)**
 - g. **Car Rental (Cost of Rental Car)**
 - h. **Meals (Amount of Meal Allowance Claimed – Each Day)**
 - i. **Lodging (Daily Rate of Hotel Accommodations including Tax. If No Lodging Cost Being Charged Traveler Must Note Reason On Settlement.)**
 - j. **Other (Miscellaneous Charges – i.e., Telephone Calls, Parking, Registration, Bank Fees, etc.)**
 - k. **Total (Daily Total)**
14. **Agency Accounting Information (Banner Funding Information)**
15. **Less Cash Advance (WVFIMS ID# from Advance – Amount of Advance)**
16. **Due Employee/Due State (Check Which Applies – Total Due)**
17. **Other (Itemized List of Other Charges)**
18. **Expenses Direct Billed To The State (Itemized List of ALL Items Charged or Direct Billed to State or Previously Settled – i.e., Registration, Lodging, Air)**
19. **Traveler's Signature (Traveler's Signature – Date)**
20. **Approval Supervisor/Department Head –Date- (Traveler's Supervisor/Dept Head - Date)**
21. **Approval Agency Head/Designee – Date (Procurement Office)**

