



TRAVEL MANUAL

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1. General

The purpose of this manual is to serve as a guide to assist the employees of Glenville State University with making travel arrangements, paying for travel expenses, or seeking reimbursement for travel expenses.

Any exception to any element of this policy can be granted by the President or Chief Financial Officer or designee.

2. Contact Information

Travel Coordinator. Contact the University's Travel Coordinator in the Business Office for assistance with travel policies and procedures.

Fleet Manager. Contact the University's Fleet Manager for all matters in regard to a fleet vehicle.

Foundation. Contact the Glenville State University Foundation Office to make travel arrangements that will be provided by and/or paid for by the Glenville State University Foundation Office.

3. Travel Authorization Form

An approved Travel Authorization Form is required prior to making any travel arrangements, paying for any travel expenses, or otherwise obligating the University for any travel or travel related expenses.

- The current version of the Travel Authorization template can be found on the University website by navigating to Faculty & Staff, Business & Finance, Business & Finance Office Forms, or at <https://www.glenville.edu/business-finance>
- An approved Travel Authorization Form must have all required Unit and Business Office Signatures.
- All anticipated expenses must be included on the Travel Authorization Form. The actual expense amount is preferred but it is understood that there may be a need to estimate certain expenses.
- The Travel Authorization Form should be submitted to the Travel Coordinator at least ten (10) days prior to the first anticipated expense or at least ten (10) days prior to the trip.
- The requestor will be notified by email when the Travel Authorization Form has been approved.

4. Travel Authorization Form Exceptions

A Travel Authorization Form is not required for the following:

- Pre-approved travel for each athletic program
- Pre-approved recruitment travel for the Admissions Office.

Note: A Travel Authorization form is required for any charter bus or county bus services.

5. Travel Arrangements

Travel arrangements may be made or paid for after the Travel Authorization Form is properly approved. The Traveler is responsible for making the necessary travel arrangements. The Traveler should adhere to the following:

- Select the most cost-effective mode of transportation;
- Select the most cost-effective travel route;
- Select the most cost-effective lodging arrangements;
- Only incur the necessary travel expenses;
- Keep all travel costs reasonable.

Travel arrangements cannot be deliberately made that cause an increase in cost in order to obtain personal gain, gratuity or cash such as, but not limited to, travel awards and accommodating family members or other personal guests.

Any increase in cost caused by the Traveler without a legitimate reason will be the responsibility of the Traveler. Example: Altering or canceling travel plans.

6. Rewards, Bonuses, & Incentives

Rewards, bonuses and incentives should only be used for future official University business travel. Examples: Frequent flier miles and hotel bonus points.

7. Receipts

The Traveler is responsible for obtaining a legible, itemized receipt or invoice for each travel expense except mileage. The receipt or invoice must indicate or contain the following:

- The vendor's name;
- The date of payment;
- The cost of the goods or services;
- The transaction is paid in full;
- A description of the goods or services. Descriptions such as "merchandise" or "miscellaneous" are not adequate or acceptable.

If a receipt or invoice cannot be obtained or is lost, the Traveler must create a receipt that meets the requirements described above.

8. Currency Exchange

Foreign currency dollar amounts or expense costs must be converted into United States dollars at the rate of exchange in place at the time of travel. The rates of conversion and the commissions charged must be shown.

9. Transportation

Air Transportation

Commercial air transportation may be reimbursed up to 180 days before the trip begins. Refundable or unused tickets must be returned immediately. If the Traveler chooses ground transportation instead of air transportation, the reimbursable expenses cannot materially exceed the total reimbursable expenses (car rental, mileage, lodging, gas, meals, baggage check fees etc...) if the Traveler had traveled by commercial air transportation.

Ground Transportation

A Traveler may use a University fleet vehicle, a commercial vehicle, a privately-owned vehicle, or a vehicle owned by the Glenville State University Foundation for ground transportation.

- **University Fleet Vehicle.** A University fleet vehicle should be utilized if available. The Traveler must contact the Fleet Manager to reserve a Fleet Vehicle. An ARI gas card is assigned to each vehicle and should be used for the purchase of fuel or gas. Fuel or gas may also be purchased via P-Card or with personal funds.

- **Commercial Vehicle.** A commercial vehicle may be rented if a University fleet vehicle is not available.
 - All drivers of the commercial vehicle must be listed on the rental agreement.
 - Commercial vehicles should be rented on a daily basis but may be rented for a longer period if doing so is more cost effective.
 - A mid-size vehicle should be selected for up to three (3) Travelers.
 - A full-size vehicle may be selected for more than three (3) Travelers.
 - Larger vehicles may be rented on a case-by-case basis depending upon the circumstance.
 - The Traveler must return the vehicle to the rental vendor with a full tank of gas or fuel unless the rental vendor can provide gas or fuel at a lower cost.
 - Insurance should not be accepted if paying for by purchasing card.

- **Privately-Owned Vehicle.** A Privately-Owned Vehicle may be utilized if a University fleet vehicle is not available.
 - Fuel or gas must be paid for with personal funds.
 - Fuel or gas cannot be paid for with a P-Card.
 - Mileage may be claimed or the traveler can be reimbursed for the actual cost of fuel or gas.
 - The mileage allowance will be based on the shortest practical route to and from the destination.
 - The mileage rate is established by the State of West Virginia Purchasing Division Travel Section. The mileage rate covers all operating costs such as, but not limited to, fuel, maintenance and insurance and no additional reimbursement will be made for such expenses. (0.585 cents per mile as of 1/1/22)
 - The owner's private insurance will be the primary for liability insurance coverage. The owner should contact their automobile insurer to discuss the available or required coverage when using his or her own personal vehicle for business purposes.

- **Courtesy Vehicle.** The Traveler may use and is encouraged to use a courtesy vehicle when available. Other forms of public transportation such as taxis and buses may be used if necessary.
- **Glenville State University Foundation Vehicle.** A Glenville State University Foundation vehicle may be utilized if a University fleet vehicle is not available in accordance with the Glenville State University Foundation's policies and procedures. The Traveler must contact the Glenville State University Foundation for more information or to make arrangements.

10. Lodging

A Traveler may make lodging arrangements for overnight stays under the circumstances listed below. Lodging expenses include the room charge and any applicable taxes or surcharges.

- The travel time is either two (2) hours before or two (2) hours after normal business hours (8:00 a.m. – 4:00 p.m.).
- The distance to travel exceeds fifty (50) miles.
- Making lodging arrangement proves to be more cost efficient or cost effective.
- The lodging facility should be in close proximity to the location where business will be conducted.

11. Registration Fees

Registration fees and event related material for meetings, conferences, seminars and workshops are reimbursable travel expenses.

12. Meals

Meals during travel may be reimbursed as described below.

- Meals cannot be paid for by purchasing card.
- The Traveler must pay for meals with personal funds and seek reimbursement for his or her expense.
- Meals for single-day travel cannot be reimbursed unless the Traveler is in travel status for more than twelve (12) hours in a twenty-four (24) hour period.
- Meals for overnight travel may be reimbursed.
- Travelers providing Guardian Travel may be reimbursed for the meal expense for the persons in his or her custody.
- Meals provided in a registration fee will not be reimbursed. The expense must be deducted from the meal expense claimed for reimbursement. Registration Form is required as supporting documentation.
- Alcohol and entertainment expense will not be reimbursed.

- Reimbursement for meals is limited to actual expense.
- The maximum reimbursement per day, including tips, for in-state travel is \$35.00.
- The maximum reimbursement per day, including tips, for out-of-state travel is \$50.00.
- Tips are permitted up to 15% of the total bill and are included in the meal reimbursement rates.
- An itemized receipt is required for all meals reimbursed or paid for by the Purchasing Card.

13. Other Travel Expenses

Other travel expenses that may be paid for or reimbursed are baggage handling, baggage storage, tolls, garage fees, parking fees, gratuities, communication expenses for local and long-distance calls, currency conversion, guides, interpreters, visa fees and personal phone calls.

14. Job Candidate & New Employee Travel Expense

All or part of a job candidate or new employee's actual travel expenses and/or actual moving expenses for moving household furniture, effects and immediate family, up to a pre-determined limit, may be paid for or reimbursed in accordance with the University's Human Resource policies and procedures. The payment or reimbursement of such expenses must be approved by the University's Human Resource Department Head prior to obligating the University to pay for any such expenses.

15. Consultants, Contractors, Non-Employees & Grant Funded Travel

Consultants, contractors and other Non-Employees will be reimbursed in accordance with these policies and procedures unless the expense will be paid for from grant funds. The grant rules, policies and procedures will apply if travel expense is being paid or reimbursed from grant funds. Any additional expenses or increased costs for non-employees such as a spouse, partner, friend or child who travel with an employee on a trip is the responsibility of the Traveler.

16. Non-Reimbursable Travel Expenses

The expenses listed below are not reimbursable expenses.

- Meals for single day travel if the travel period is less than twelve hours in a twenty-four-hour period.
- Meals provided with the registration fee.
- Alcoholic beverages and tobacco products.
- Personal expenses.
- The cost of passports that are not part of the related travel.
- Interest on late payments of individually held credit cards.
- Laundry fees.
- Personal flight or baggage insurance.
- Entertainment expenses.
- Valet parking if self-parking is available.
- More than one personal phone call for overnight travel only. The cost of the phone call must be reasonable.
- The amount of the increased cost if the Traveler does not change or cancel a travel arrangement in a timely manner.

17. Payment Methods

Purchasing Card is the preferred method to pay for any travel expense except meals. Other methods of payment include Direct-Bill or Personal Funds.

18. Tax

The West Virginia Sales and Use Tax should not be paid if the lodging expense is paid for by a Purchasing Card or Direct-Billed. Room Tax and City Tax for lodging may be paid for.

19. Travel Expense Account Settlement Form

A Travel Expense Account Settlement Form is required for all travel. The Traveler is responsible for submitting a completed Travel Expense Account Settlement Form with all of the required signatures and all of the required receipts to the Travel Coordinator within ten (10) business days after the last date of the travel, or at least once per month so long as the form is submitted no later than the 5th business day of each month. Failure to submit within 90 day will result in cost not reimbursed. The reimbursement of any travel expense is limited to the actual cost of the travel expense except for mileage. Mileage reimbursement will be based on the number of actual miles traveled. A receipt for each expense except for mileage must be submitted with the Travel Expense Account Settlement Form.

20. Commonly Asked Questions

When will I receive my reimbursement?

You can expect to receive your reimbursement in approximately one month from the day you submit your properly completed Travel Expense Account Settlement Form (TES) to the Travel Coordinator.

If I'm a GSU employee on payroll do I need to fill out a W9 form?

Yes, with your first travel reimbursement request so you can be added as a vendor in Oasis. You must submit a new W9 if your name or address changes.

Do I need to include receipts I am not getting reimbursed for with my TES?

Yes. Your TES must tell the entire story of your trip and include all receipts for all the expenses necessary to document that trip.

Do I need to submit a TES if I am not requesting a reimbursement for my travel?

Yes. So long as the cost of travel was paid for in some way by the institution, a completed TES must be submitted for all relevant expenses for that trip. For example, if your entire trip was paid for via P-card the TES must reflect all the P-card charges and be attached to the P-card transaction in Oasis.

DOCUMENT CHECKLIST FOR TRAVEL

This Checklist is intended to be a guide for the documentation generally required. Please refer to the GSU Travel Manual for more detail on the policies and procedures. The Travel Manual is available on the GSU webpage.

BEFORE TRIP

Travel Authorization Form	See the policies and procedures for exceptions.
Certificate of Exemption Form	To prevent tax being charged for a purchase or cost.
Professional Development Approval Form	If the expense will be charged to Professional Development funds.

AFTER TRIP

Travel Expense Account Settlement Form (TES)	For all travel.
List of Travelers	If Group Travel.
Mileage	TES. No other Documentation Required. Mileage Rate X # of Miles From/To Destination via closest route.
Air	Reservation Information, Copy of Ticket, and Itemized Receipt.
Vehicle Rental	Agreement, and Itemized Receipt.
Lodging	Portfolio or Agreement and Itemized Receipt.
Meals (Group Travel Only)	Itemized Receipt.
Meals/Food (Personal)	Do Not Pay via P-Card. Travel Expense Settlement Form and Itemized Receipt.
Fuel	Itemized Receipt.
Registration/Entry Fee	Registration Form and Itemized Receipt
Other (Tolls, Parking, etc.)	Itemized Receipt.
W9 Form	Submit with first travel reimbursement request to become a vendor.