





**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 requester will be notified by email when the Travel Authorization Form has been approved.
- **If a travel expense settlement form is submitted without an approved Travel Authorization your TES will be held until a Travel Authorization is completed**

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

**1. Travel Authorization Form Exceptions**

- **Athletics department can fill out a Travel Authorization to cover all team travel expenses expected for the entirety of their season for the current fiscal year we are in.**
- **Admissions can fill out a Travel Authorization for their travel expenses expected on a month- to- month bases so that only one Travel Authorization per month is being processed.**







- Reimbursement for meals is limited to actual expense.

- **As of 10/1/2020, the maximum reimbursement for that amount is \$44.25 per day.**

- **Travelers are responsible for obtaining a travel authorization prior to travel.**

Primary Destination	County	M&E Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

- 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. **A travel Authorization is required before travel and HR must sign for approval.**

**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.

- Interest on late payments of individually held credit cards.
- Laundry fees.
- Entertainment expenses.
- Valet parking if self-parking is available.
- The amount of the increased cost if the Traveler does not change or cancel a travel arrangement in a timely manner **or if there is a fee for cancellation**

**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 (TES) is required for all travel. The Traveler is responsible for submitting a completed TES 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 TES

**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.