Glenville State University

Travel Policy & Procedures Manual

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1. **General**

1.1. **Purpose**

The purpose of this Travel Policy and Procedures Manual is to provide guidance to employees of Glenville State University in making travel arrangements, paying for authorized travel expenses, and requesting reimbursement for travel-related expenses

This manual outlines the University's travel requirements and procedures to help ensure compliance with state and institutional policies. Any exception to the provisions of this policy may be approved by the President or the Chief Financial Officer

1.2. **Contact Information**

For travel-related questions, please contact the Travel Coordinator- 304-462-6186
For reserving a state vehicle, please contact the Fleet Coordinator- 304-462-6240

2. **Travel Authorization**

The Travel Authorization (Expense Form) is used to request approval for travel-related expenses. This form must be completed and approved before any purchases are made for a trip. Glenville State University uses a purchasing software system called Precoro, where employees complete and submit the Expense Form for approval prior to making travel arrangements or purchases. To access Precoro go to https://app.precoro.us/

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.

	Expense Form (University Travel Authorization)
1.	**Requester Creates the Expense form in Precoro (Precoro will automatically assign a TA number for tracking)**
2.	**Enter Header Information:**
	Complete all required fields (*)
	Unit Processor is who is paying for expenses for your trip
	Select correct funding and budget information
	Purpose of travel needs to state the purpose & the City and State where you are traveling
3.	**Add Line Items**
	Enter item name, description, unit price
4.	**Add Notes or Comments (Optional)**
	Notes print on all documents and are visible when exporting the PDF
	Comments are internal only: tag users with @name
5.	**Submit Expense Form**
	Click Confirm, Status Changes from Draft to Pending
6.	**Precoro Routes the TA for Approvals Automatically**
	Routing depends on department
	Budget Check prevents overspending
	Over Budget Request require the Over-Budget Justification Form
7.	**Expense Approval**
	Status becomes Approved
	You now can pay for trip related expenses

3. Guidelines for Planning and Making Travel Arrangements

Travel arrangements may be made or paid for only after the Travel Authorization Form has been properly completed and approved. The traveler is responsible for making all necessary travel arrangements and should adhere to the following guidelines:

- Select the most cost-effective mode of transportation
- Choose the most cost-effective travel route
- Select the most cost-effective lodging accommodations
- Incur only those travel expenses that are necessary for the business purpose of the trip
- Ensure that all travel expenses are reasonable and appropriate
- Absolutely no 3rd Party booking is allowed on the University P-Card

Travel arrangements must not be made in a manner that intentionally increases costs for personal benefit, gratuities, cash incentives, or other personal gain, including, but not limited to, accommodating family members or other personal guests. When a non-employee accompanies a traveler on official business, the state shall in no way be responsible or liable for any expenses, actions or inactions of the non-employee whatsoever.

Any additional costs incurred as a result of changes or decisions made by the traveler without a legitimate business reason will be the responsibility of the traveler. For example, a traveler may not alter a reservation without prior approval. Unauthorized changes that result in increased costs may not be reimbursed, and the traveler may be required to reimburse the University for those expenses.

When staying at a hotel, travelers are expected to select the most cost-effective parking option available. Self-parking should be used whenever it is available and less expensive than valet or other premium parking options. Any additional parking costs incurred for personal convenience may be the responsibility of the traveler unless a business justification has been approved in advance. If unauthorized parking charges are paid using a University Purchasing Card, the traveler may be required to reimburse the University for those expenses.

Expenses for travel in foreign countries are to be reported in United States dollars. Expenditures in foreign currencies must be converted into United States dollars at the rate or rates at which the foreign currency was obtained. The rates of conversion and commissions must be shown on an attachment to the Travel Expense Settlement Form. The Currency Converter website can be found here: Currency Converter | Foreign Exchange Rates | OANDA

4. Transportation

4.1 Booking Rental Vehicles

When reserving a rental vehicle, travelers should contact the University's Travel Coordinator before making a reservation. Glenville State University maintains a corporate account with Enterprise that provides negotiated pricing and other benefits. Travelers are expected to utilize this preferred vendor whenever possible to ensure the University receives the best available rates and maximize cost savings. Exceptions should be approved in advance whenever possible.

- All drivers must be listed on the rental agreement
- A mid-size or standard vehicle should be selected for up to 3 travelers or less

- More than 3 travelers can select a full-size vehicle. Larger vehicles can be rented on a case by case basis and must be prior approved
- Fuel can be purchased for a rental on the P-Card or can be reimbursed when paying out of pocket

4.2 Reserving a Fleet Vehicle

Travelers who require a University fleet vehicle should contact the University's Fleet Department to reserve a vehicle prior to their trip. Fleet vehicles should be utilized whenever appropriate and available.

Please refer to the University's Fleet Policy for information regarding vehicle availability, reservation procedures, rental fees, and any additional requirements associated with the use of University fleet vehicles.

4.3 Air Transportation

Reimbursement for commercial airline travel is limited to the actual cost of the lowest logical airfare available using the most direct route or a reasonable alternative route when it results in a lower overall fare.

Electronic Tickets (E-Tickets) are the standard method for airline reservations and are issued automatically unless a paper ticket is specifically requested by the traveler. Any additional costs associated with obtaining a paper ticket are the responsibility of the traveler and are not reimbursable. E-tickets are considered sufficient documentation for both travel and reimbursement purposes.

Travelers may not book with a specific airline to accumulate mileage or promotional plans such as frequent flyer programs if it results in a higher fare. Travelers may retain frequent flyer points if properly accumulated.

If an increase in airfare is caused by a traveler without legitimate excuse, the increased cost of the airfare is a personal expense of the traveler and will not be reimbursed and may be asked to reimburse the University if it is charged to the P-Card. If an increase in airfare is incurred through no fault of the traveler and the spending unit has approved the increase, the increase cost is reimbursable.

If a flight needs to be canceled the traveler is to report this to their supervisor immediately so the correct actions can be taken such as retrieving a refund or credit.

4.4 Personal/Privately Owned Vehicle

Employees authorized to use a personal or privately-owned vehicle for official business may receive mileage reimbursement at the rate established by the State of West Virginia Purchasing Division Travel Section. The approved mileage reimbursement rate is intended to provide full reimbursement for the costs associated with operating a personal vehicle for business purposes.

- **Mileage Reimbursement Rate**

The mileage reimbursement rate is established by the State of West Virginia Purchasing Division Travel Section and is based on applicable travel regulations. The mileage rate includes all operating expenses associated with the use of a privately-owned vehicle, including, but not limited to:

- Fuel
- Maintenance and repairs
- Vehicle depreciation

- Registration and related operating costs
- Insurance expenses

No additional reimbursement will be provided for these or any other vehicle operating expenses.

- **Fuel Purchases**

Fuel purchases for personally owned vehicles **are not allowable on a Purchasing Card (P-Card)**. Employees using their personal vehicles for business travel must claim reimbursement through the approved mileage reimbursement process rather than seeking reimbursement for fuel purchases.

- **Mileage Calculation**

Mileage reimbursement is calculated based on the applicable city and state locations associated with the business travel. Mileage calculations are not based on specific street addresses or physical locations.

Current mileage reimbursement rates and applicable per diem information are available through the U.S. General Services Administration (GSA) website at https://www.gsa.gov.

- **Insurance Requirements and Liability**

When an employee uses a personally owned vehicle for official business purposes, the vehicle owner's personal automobile insurance policy serves as the primary liability coverage. Employees are responsible for contacting their automobile insurance provider to discuss available coverage options and any additional or required coverage considerations related to the use of a personal vehicle for business travel.

Employees are responsible for ensuring that their personal vehicle is properly maintained, legally operated, and adequately insured while conducting official business travel. Submission of mileage reimbursement requests constitutes certification that the travel was authorized and that the mileage claimed accurately reflects eligible business travel.

4.5 Courtesy Vehicles

Courtesy vehicles and authorized ground transportation expenses may be reimbursed and may also be paid using a P-Card. Allowable courtesy transportation includes services such as taxis, rideshare services (Uber and Lyft), trains, and other approved transportation options used for official business purposes.

5. Lodging

Lodging expenses are reimbursable when a traveler is required to stay overnight and the travel destination is more than 50 miles from the traveler's official work location or home, whichever is closer.

Travelers must book lodging directly with the lodging provider. Reservations made through third-party booking websites or vendors (such as online travel agencies) are not reimbursable because they typically cannot provide the itemized hotel folio or invoice required for reimbursement and are prohibited on the P-Card.

The lodging facility should be located as close as reasonably possible to the location where official business is being conducted.

When lodging is paid using a State Purchasing Card (PCard):

- **Out-of-state lodging:** Applicable state and local lodging taxes may be paid.
- **In-state lodging:** Lodging must be tax-exempt. Travelers are responsible for presenting the appropriate tax-exempt documentation at check-in to ensure West Virginia taxes are not charged.

If two or more travelers share a room, one traveler may pay the entire lodging expense at the applicable shared-room rate. The traveler who paid the lodging expense must obtain an itemized folio showing the total charges. Each additional traveler seeking reimbursement must:

- Reference the traveler who paid for the room on their Travel Expense Settlement Form.
- Request reimbursement only for their portion of the lodging expense.
- Obtain separate documentation from the lodging provider indicating their share of the room charges, when available.

Vacation rental properties, such as Airbnb or VRBO, may be approved when they are demonstrably more cost-effective than comparable hotel accommodations in the same area. These accommodations are generally appropriate for large groups, such as athletic teams or other official group travel, when the total cost results in savings to the State. As with all lodging, sufficient itemized documentation must be provided to support reimbursement.

6. Registration Fees

Registration fees for official meetings, conferences, seminars, workshops, and similar business-related events are reimbursable.

A receipt or other documentation provided by the event sponsor is required to support reimbursement. Documentation from the event sponsor confirming registration and payment is considered sufficient.

Travelers must adjust their meal reimbursement (per diem) claims to account for any meals included as part of the registration fee. Meals provided by the event sponsor are not eligible for separate reimbursement.

Before attending an event, travelers should verify the event sponsor's accepted methods of payment. When possible, registration fees should be paid with a State Purchasing Card (PCard), as it is the preferred method of payment.

Cancellation fees may be reimbursable when:

- The traveler is directed by the employing agency to change or cancel travel plans; or
- Extenuating circumstances beyond the traveler's control prevent attendance.

Cancellation charges resulting from a traveler's failure to notify the event sponsor of a cancellation or failure to attend are considered a personal expense and are not reimbursable.

7. Meals

Current applicable meal per diem rates are available on the U.S. General Services Administration (GSA) website at **www.gsa.gov**. Travelers must follow the GSA Meals and Incidental Expenses (M&IE) guidelines when determining the maximum amount eligible for reimbursement.

Reimbursement is limited to the traveler's **actual meal expenses** and may not exceed the applicable U.S. General Services Administration (GSA) meal per diem rate for the travel destination.

Itemized meal receipts are required to support all reimbursement requests and must be within the traveler's dates of travel. Reimbursement will be limited to the lesser of the traveler's actual meal expense or the applicable GSA meal per diem rate.

Meals may not be purchased with a State Purchasing Card (PCard). Travelers must pay for meal expenses using personal funds and request reimbursement through the Travel Expense Settlement process.

Meals included as part of a registration fee are not separately reimbursable. Travelers must deduct the value of any meals provided from their reimbursement claim. A copy of the registration form or other documentation identifying the meals included with the registration fee must be submitted with the Travel Expense Settlement Form.

Alcoholic beverages and entertainment expenses are considered personal expenses and are not reimbursable.

7.1 Single-Day Travel

Meals are not reimbursable unless the traveler is in travel status for more than twelve (12) hours within a twenty-four (24) hour period and reimbursement has been approved by the spending unit's supervisor. The maximum reimbursement is 75% of the GSA rate. Date and Time of the departure and return must be clearly noted on the Travel Expense Settlement Form.

7.2 Guardian Travel

May be reimbursed for the meal expenses of individuals in their custody when such expenses are authorized.

7.3 Group Travel

Employees traveling with students, athletic teams, or other organized groups may be reimbursed for the meal expenses of individuals under their supervision when authorized. In these circumstances, meal expenses for the responsible party may also be purchased using a State Purchasing Card (PCard) when permitted by agency policy and necessary to facilitate group travel.

7.4 Grant Travel

Travel funded by a grant is reimbursed using the applicable U.S. General Services Administration (GSA) meal per diem rates. Grant-funded travel is an exception to the actual-expense reimbursement requirement and will be reimbursed in accordance with the applicable grant provisions and GSA per diem guidelines.

Federal meal per diem rates are established by the U.S. General Services Administration (GSA). Travelers should determine the applicable meal rate by selecting the city and state of their travel destination on the GSA website. Because meal per diem rates vary by location, travelers should verify the applicable rate for each travel destination before submitting a reimbursement request.

8. Miscellaneous Expenses

Travelers may be reimbursed for reasonable and necessary miscellaneous expenses incurred while conducting official business.

Itemized receipts are required to support each individual miscellaneous expense claimed for reimbursement.

Reimbursable miscellaneous expenses include, but are not limited to:

- Baggage fees
- Tolls
- Parking fees
- Garage fees

Valet parking charges incurred for personal convenience are considered personal expenses and are not reimbursable. However, valet parking may be reimbursable when it is the only parking option available or when required for official business.