

# **GLENVILLE STATE COLLEGE POLICIES**

## **PERSONNEL POLICY 21**

### **TRAVEL**

#### **21.1. General**

##### 1.1. Scope:

1.1.1. This rule implements the rules and regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, members of the Glenville State College Board of Governors, hereinafter referred to as the "Governing Board," and other non-employees traveling on behalf of the Governing Board or the College.

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: December 15, 2004

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.

1.5. Repeal of former rule - Repeals and replaces Glenville State College's Personnel Travel Policy #21 adopted by the Glenville State College Board of Governors on February 18, 2004.

#### **21.2. Provisions Applicable Only To The Glenville State College 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 their duly authorized designee(s).

### **21.3. 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 the College, 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 the College 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 the College, consistent with this rule, to provide additional guidance to employees and others traveling on behalf of the College.

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.

### **21.4. 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 in accordance with this rule and, if applicable, the administrative policies and procedures of the institution. Under no circumstances should an employee travel without proper approval of the Chief Executive Officer or designee(s).

4.1.2. Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his institution within a reasonable amount of time after the last day of the approved travel, as defined by the institution, in order to qualify for reimbursement of expenses or for payment.

#### 4.2. Members of the Governing Board

4.2.1. This rule shall govern reimbursement of travel expenses to members of the Governing Board 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.

### **21.5. 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. 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 expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.

5.1.1.3. In order to receive reimbursement, 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: The availability and use of a state owned vehicle will be determined by the institution's policies and procedures.

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 made in accordance with the institution's policies and procedures and shall not exceed 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 may 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/documentation are required for reimbursement of car rental and mileage charges or fees. Receipts/documentation are not required for fuel costs.

5.2.1.3.1. Insurance: Collision damage waivers for rentals of seven (7) days or less are also reimbursable, and should be taken. 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 the first 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 a reimbursable 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/documentation are required for reimbursement.

5.2.1.5. Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's policies and procedures.

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.

## **21.6. Lodging**

6.1. Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging shall be made according to the institution's policies and procedures. Lodging receipts are required for reimbursement.

6.2. Lodging may be direct billed; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler's final expense account settlement.

## **21.7. 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 Higher Education Policy Commission (HEPC). 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) will not be reimbursed.

7.4. Meal expense reimbursement for overnight stay will be reimbursed at actual expense for a maximum of \$35.00 per day in-state and \$50.00 per day out of state. Alcoholic beverages and entertainment expenses are excluded. Meal expense cannot be reimbursed if all meals were included in the registration fee. Meal expense not included in the registration fee will be reimbursed at the following rates:

Breakfast 20% of the maximum daily rate  
Lunch 20% of the maximum daily rate  
Dinner 60% of the maximum daily rate

7.5. The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.

7.5.1. 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.

7.5.2. Board Members: For a single day travel (where there is not an overnight stay), in conjunction with the performance of their official duties, Board members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.

## **21.8. Registration Fees**

8.1. Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. 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 reimbursement. 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.

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.

## **21.9. 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 limits for miscellaneous expenses, or unless otherwise required by the institution. Such expenses and reimbursement may include, but are not limited to:

9.1.1. 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;

9.1.2. Baggage storage between appointments, and between hotels and meeting places;

9.1.3. Tolls, garage and parking fees, including gratuities;

9.1.4. Communication expenses such as:

9.1.4.1. Local calls which may include a surcharge;

9.1.4.2. Long distance calls which may include toll charges and surcharges;

9.1.4.3. Surcharges for long distance calls when the toll charges are direct billed;

9.1.4.4. Cellular telephone charges; and

9.1.4.5. Facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.

9.1.5. Currency conversion;

9.1.6. Guides, interpreters, and visa fees; and

9.1.7. 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 established by the institution's policies and procedures, 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. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

## **21.10. Form of Payment for Business Travel**

10.1. Corporate Charge Card or Credit Card: Travelers should use the corporate charge card issued by the State of West Virginia for business related travel expenses, or a higher education corporate charge card if available.



- 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 employee and student travel, and for group travel such as bands, athletic teams and organized student groups. Glenville State College 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 Credit Card.
- 10.3.1. Employees may secure a cash advance for business travel expenses only. Cash advances are not permitted for personal purposes.
- 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 credit card at an ATM. Cash advances and ATM transaction fee reimbursements are limited to the amount and number authorized by the institution's policies and procedures. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.
- 10.3.3. For employees ineligible to receive a state corporate credit card or those who have applied and have not yet received their cards, the cash advance procedure in 10.2 applies.
- 10.3.4. Glenville State College 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 institutional representative in accordance with the institution's policies and procedures. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct billed fee.

## **21.11. Reimbursement Forms**

- 11.1. The form(s) used for reimbursement of travel expenses shall be those promulgated by Glenville State College.

## **21.12. 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.