

INSTITUTIONAL POLICY: GA - 33

CATEGORY: General Administration

SUBJECT: Travel

EFFECTIVE DATE: June 10, 2005

LAST REVISION DATE: February 9, 2010

I. PURPOSE

This policy is required by WV Code 12-3-11; Title 133, Procedural Rule Higher Education Policy Commission, Series 29, Travel. This document implements the guidelines, policies, and procedures concerning management of in-state travel, out-of-state travel, and international travel, hereinafter referred to as “travel,” and for reimbursement of expenses to employees, Board of Governors members, and non-employees traveling on behalf of the West Virginia School of Osteopathic Medicine (WVSOM).

II. SCOPE AND APPLICABILITY

A. Approval for Travel

Approval to travel will be secured in advance by an employee according to this policy. Under no circumstances should an employee travel without proper approval of the spending unit manager. For all employee travel, an approved WVSOM Professional Leave Request should be submitted to the office of the Vice President for Finance.

Employees are responsible for submitting a State of West Virginia travel expense account settlement form, with all required receipts and attachments, within ten (10) business days after the last day of approved travel to qualify for reimbursement of expenses and for payment.

B. Reimbursement for Travel

This policy will govern reimbursement for travel expenses to members of the Board of Governors when a Board member requests reimbursement of travel expenses.

When non-employees, including candidates, are eligible to receive reimbursement of travel expenses, reimbursement will be made in accordance with the travel policies and procedures of WVSOM.

Reimbursement of travel expenses paid from federal, state, and private grants will be governed by the terms and conditions of the grant if they differ from those contained in this policy; otherwise, this policy will govern such reimbursement.

Any exception(s) to this policy must be explained in writing and approved by the President of WVSOM.

III. TRANSPORTATION

A. Air Transportation

1. Commercial Air Transportation

Allowable reimbursement for commercial airline travel will include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare.

It is recommended that travelers make advance bookings through National Travel, the contracted travel service vendor for the state. However, travelers should check all available rates and select the least expensive rate. (It is the traveler's responsibility to provide documentation which should be attached to the request for reimbursement/expense account verifying the least expensive rate.) Reimbursement may be made to the traveler in advance for airfare purchased from 30 to 180 days before the trip begins. If airfare is reimbursed prior to travel, it must be referenced on the traveler's final expense account. Travelers should use their State issued travel card as the preferred method of payment when possible.

Airlines reservations should be made online whenever possible since this is the least expensive method. As in the past, a fee will be charged for all airline reservations based on the type of ticket and agent assistance required. The charges are as follows:

Transaction A: Domestic: online reservations with Travel Center which includes online support using the Quick Agent chat feature. Includes 24-hour emergency travel assistance and Quick change service for re-issuance of tickets while traveling. Includes \$200,000 flight insurance.
\$14.50

Transaction B: Domestic: agent assisted reservation utilizing phone, fax or email which includes full service support. Includes 24-hour emergency

travel assistance and Quick change service for re-issuance of tickets while traveling. Includes \$200,000 flight insurance. \$27.00

Transaction C: International reservations: agent assisted reservations that includes passport assistance, visa service assistance, country briefing including business protocol, State Department bulletin, CDC health bulletins, currency exchange service, 24-hour emergency travel assistance anywhere in the world, all major rail and ferry schedules, ticketing and reconfirmation of reservations, etc. Includes \$200,000 flight insurance. \$34.00

a. Fees and Service Charges

Delivery fee of \$3.00 local courier or \$7.50 overnight express for document delivery

There is no charge for hotel or rental car only reservations.

Service charges for paper tickets are not reimbursable to the traveler.

Service charges are subject to change without notice.

b. E-Tickets

E-tickets are becoming the industry standard and are issued automatically unless the traveler specifically requests paper. The e-ticket will be sufficient for traveling and for reimbursement. If a traveler requests a paper ticket, the airline charge for this service (currently \$20-\$25) will not be reimbursable by WVSOM.

In order to receive reimbursement, the traveler must submit the "passenger receipt" or certified copy of the airline ticket attached to the travel expense account form. The confirmation/receipt printed from National Travel's Web Page may also be used.

2. Payment

Commercial airline tickets for a guest (candidate, etc.) of WVSOM may be direct billed to the institution.

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 his/her travel plans, or if extenuating circumstances arise. A receipt with the change in cost will be provided for reimbursement. Increased charges incurred due to the traveler's negligence will be considered a personal expense. 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.

3. Charter Flights

If authorized by the Chancellor, President, 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, and must follow guidelines for any direct billed expenses.

B. Ground Transportation

Travelers 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. The operator of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines/penalties resulting from citations, charges, or warrants attributable to the operator's negligence. Such fines/penalties are not reimbursable.

A. State Owned Vehicles

State owned vehicles shall be secured in advance by completing a Vehicle Requisition form and submitting it to the Physical Plant for final approval. State owned vehicles should be used first when available. Use of state owned vehicles is limited only to State of West Virginia employees or person(s) approved or acting as agent(s) for WVSOM. Whenever a non-state employee is acting as an agent for WVSOM, prior written authorization by an appropriate administrator must be obtained to allow the agent to ride in or drive the state-owned vehicle.

Roadside assistance services for fleet vehicles, if needed, may be reimbursed at actual reasonable cost. A receipt must be provided and attached to a vendor's invoice within 10 business days after the last day of approved travel.

B. Privately Owned Vehicles

Privately owned vehicles may be used when traveling on official WVSOM business. Reimbursement will be made at a rate to be established by the President and will not exceed the current prevailing rate per mile established by the Internal Revenue Service. The current rate as of February 9, 2010 is 40.5¢ per mile. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.), and no additional reimbursement will be made.

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.

C. Commercial Rental Vehicles – Enterprise, effective April 29, 2004

Commercial rental vehicles may be used when traveling on official WV SOM business. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, and mileage fees and fuel costs. Original receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees.

Reimbursement may be made for actual fuel costs; however, receipts are not required, but should be provided if available. Travelers are encouraged to return rental cars with a full tank of fuel to avoid high refueling costs charged by rental agencies.

It is recommended that travelers use the State issued travel card as the method of payment. When using this card, all insurances must be declined. When using other forms of payment, such as personal credit card or direct billing options, the insurance should be claimed.

Collision damage waivers for rentals of more than seven days are not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals in excess of seven 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 vehicle used outside the United States.

Roadside assistance services for rental vehicles, if needed, may be reimbursed at actual reasonable cost. A receipt must be provided and attached to a vendor's invoice within 10 business days after the last day of approved travel.

D. Rail Service

Rail Service may be used for ground transportation in accordance with the institution's guidelines and procedures. Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Original receipts/documentation are required for reimbursement.

IV. LODGING

A. Reservations

All lodging reservations shall be made at the least expensive single room rate. Reservations for in-state lodging should be made directly with the lodging establishment. Out-of-state lodging reservations may be made through the State's contracted travel service vendor, or may be made directly by the traveler, remembering to search for the least expensive rate.

B. Reimbursement

Reimbursement for lodging will be at the least expensive single room rate available. For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations. If accommodations are shared with other travelers, their name(s) must be noted on the travel settlement. Reimbursement for multiple occupancy, when only one of the travelers is on higher education business, will be at the least expensive single room rate. In the event that a single room rate cannot be documented or otherwise determined, reimbursement will be made at eighty percent (80%) of the actual lodging costs.

Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Original lodging receipts or certified copies are required for reimbursement. The lodging establishment statement, invoice, or folio shall be the official document utilized for reimbursement and is not required to show a zero balance. Copies, or faxed copies, of receipts must be certified as original by the traveler.

If a change in lodging needs occurs, the cost of the change, if any, is reimbursable if the traveler is directed to change her or his travel plans, or if other extenuating circumstances arise, as approved by the immediate supervisor of the traveler. Charges incurred due to the negligence of the traveler to notify the facility of a change in lodging needs are not reimbursable.

Lodging may be direct billed for non-employees (candidates, consultants, etc.) and others as approved by the President, or designee, only. In these instances, the expense settlement must reference that lodging was direct billed and proof of lodging must be provided with the final expense account settlement.

V. MEALS

A. Maximum Daily Rates and Exclusions

Meal expense reimbursement shall be made at actual cost, not to exceed the maximum daily rates currently set by the Board of Governors as follows:

In-State: maximum daily rate is \$35.00
Out-of-State: maximum daily rate is \$50.00

When a percentage of the maximum daily rate is used, the traveler may round the amount up to the next whole dollar. Meal reimbursement is also allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement; however, a WVSOM Meal Expense Log sheet must be attached to the traveler's expense settlement form when reimbursement for meals is being requested.

Alcoholic beverages and entertainment expenses are specifically excluded and non-reimbursable.

B. Reimbursement

Meal expense reimbursement shall be made in accordance with WVSOM policies and procedures and is limited to actual expenses for food, service, and gratuities up to the applicable maximum daily rate authorized by the Board of Governors.

When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount. 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

Meal expense reimbursement for single day travel (when there is not an overnight stay) is allowed when travel time begins and/or extends more than two (2) hours beyond the traveler's normal work day. Reimbursement will be made for actual expenses up to the maximum daily rate as follows:

Breakfast: The traveler must begin the trip at least two (2) hours before the traveler's normal workday commences.

Dinner: The traveler must end the trip at least two (2) hours after the traveler's normal workday ends.

Any employee who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during her or his normal lunch period.

For the purpose of determining the amount(s) allowable for meals for single day travel, the traveler may claim reimbursement for actual expenses according to the following schedule:

Breakfast	20%
Lunch	20%
Dinner	60%

For single day travel (where there is not an overnight stay) in conjunction with the performance of their official duties, Board of Governors members may be reimbursed the actual cost of meals.

VI. REGISTRATION FEES

Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses at actual cost. The traveler must provide a receipt or other approved documentation from the event sponsor to receive reimbursement.

The preferred method for paying registration fees (in priority order) is as follows:

- a. the State issued travel card held by the traveler;
- b. if the State issued travel card is not accepted, and only if it is not accepted, the State issued purchasing card may be used;
- c. direct billing to WVSOM when feasible;
- d. personal charge card, personal check or cash.

The traveler shall not receive an allowance or reimbursement for lodging or food that is included in the registration fee. An association dues payment that appears on the registration form is not a reimbursable expense.

VII. OTHER EXPENSES

A. Reimbursable Expenses

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 IRS limits for miscellaneous expenses. Such expenses and reimbursement may include, but are not limited to:

- Baggage handling and gratuities when using public transportation (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or lodging facilities that have porter services;
- Baggage storage between appointments, and between hotel and meeting places.
- Tolls, garage and parking fees;
- Communication expenses such as (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges;
- Currency conversion;
- Guides, interpreters, and visa fees; and
- Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may be reimbursed for one personal telephone call home per day. Reimbursement shall be made at the actual cost, not to exceed \$3.00 per day, provided the call is not charged to the telecommunications card issued by the State or the Governing board.

B. Non-reimbursable Expenses

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 Chancellor, President, or designee.

Persons traveling in foreign countries shall report their expenditures in United States dollars. The total expenditure in foreign currency should 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.

VIII. FORM OF PAYMENT FOR BUSINESS TRAVEL

A. Corporate Travel Card - MasterCard, effective April 1, 2003

Travelers should use the State issued travel card for business related travel expenses when applicable. The State issued travel card is to be used only for official travel related business of WVSOM.

B. Cash Advance

Travelers may secure a cash advance for official WVSOM business travel only by using the State issued travel card at an Automatic Teller Machine (ATM). (Cash advances are not permitted for personal use.) A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two consecutive days on official WVSOM business. Travelers are authorized a minimum of \$100 and a maximum of \$500 per ATM cash advance, not to exceed \$2,000 per month. Up to two transaction fees may be reimbursed per week for ATM cash advances, as documented by ATM receipts.

United Bank (State issued travel card) currently charges a transaction fee of \$1.50 per cash advance. There may also be a fee charged by the bank that owns the ATM. Both fees, within the limits stated above, are reimbursable when documented by receipts. The President, or designee, may authorize higher limits on a case by case basis as authorized by the Higher Education Policy Commission.

C. Direct Billing

A purchase order may be used when accepted by the event sponsor. The traveler is responsible for attaching to the expense account settlement receipts, invoices, documentation, etc., for any direct billed fees.

IX. RESPONSIBILITIES AND PROCEDURES

The President may delegate authority to others within WVSOM to act as the President's designee for authorizing and approving travel and travel related expenses. All such authorizations and approvals shall be made in accordance with the provisions of this rule.

Travel may be authorized for official WVSOM business only if the college has the financial resources to reimburse the traveler for travel expenses.

Responsibility for auditing the expense account of a traveler lies with WVSOM. Approval of a traveler's expense account settlement by WVSOM means that the expense settlement meets all the criteria established in this policy for reimbursement. WVSOM 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.