

Eastern West Virginia Community & Technical College Board of Governors

Policy No.BP-7.5

Title: **TRAVEL MANAGEMENT**

Section 1. **General**

1.1 **Scope**

- 1.1.1 This policy applies to management of institutional travel at Eastern West Virginia Community and Technical College, including travel in state, out of state, and international; and to the reimbursement of travel expenses for members of the Board of Governors, employees of the College and other non-employees traveling on behalf of the Board or College
- 1.1.2 Consultants and contractors engaged by the Board or College are not required to use these rules and regulations/ 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 policy; otherwise, this policy shall govern such reimbursement of expenses.
- 1.1.4 As used in this rule, all terms have the same meaning as provided in the West Virginia Code §18B-1-2 and Title 135 Procedural Rule, West Virginia Council for Community & Technical College Education Series 29 Travel.

1.2 **Authority**

- 1.2.1 West Virginia State Code § 18B-2A-4, “Powers and Duties of Governing Boards Generally”; Title 135 Procedural Rule Higher Education Policy Commission, Series 29, Travel.

1.2.2 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 policy.

Section 2: DELEGATION OF AUTHORITY AND RESPONSIBILITIES

- 2.1 The Board of Governors delegates' authority to the President to manage, approve, or disapprove travel and travel related expenses consistent with the West Virginia council for Community & Technical College Education rules, state and federal laws, and Internal Revenue Service (IRS) regulations.
- 2.2 The President may delegate authority to selected designees 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 policy
- 2.3 The President shall develop regulations for the College, consistent with this policy, to provide additional guidance to employees and other traveling on behalf of the College.
- 2.4 The responsibility to audit a traveler's expense account settlement is vested with the President and appropriate designees. Approval of a traveler's expense account settlement meets all the criteria established by this policy for reimbursement. The College 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.

Section 3. FUNDAMENTAL TRAVEL REGULATIONS

3.1 Employees

3.1.1 Approval to travel shall be secured in advance by the employee in accordance with this policy and the administrative regulations established by the President. Under no circumstances should an employee travel without proper approval of the President or designees.

3.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required receipts and attachments within a reasonable amount of time after the last day of the approved travel. As defined by the College, in order to qualify for reimbursement of expenses or for payment.

3.2 Board of Governors

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

3.3 Non-employees

3.3.1 When non-employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy.

Section 4. TRANSPORTATION

4.1 Employees

4.1.1 Commercial Airlines

- 4.1.1.1 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 higher airfare. Frequent flyer miles are the property of the College.
- 4.1.1.2 Travelers are expected to make advance bookings through a contracted travel service vendor to secure the least expensive airfare possible. Reimbursement for tickets where reservations were not made through a contracted travel service vendor requires a waiver from the President or designees before reimbursement will be made. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.
- 4.1.1.3 In order to receive reimbursement, the traveler must submit the “passenger receipt” 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 tickers shall be returned immediately.
- 4.1.1.4 Commercial airline tickets may not be direct billed to the College.
- 4.1.1.5 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the

appropriate College officer to change 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.

4.1.1.6 Deliberately causing costs or delays for the purpose of obtaining personal gratuities such as denied boarding compensation, frequent ~~flier~~ flyer points or mileage, or similar benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets or similar actions is prohibited also.

4.1.2 Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately owned Aircraft.

4.1.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Board of Governors, the traveler shall follow the rules and regulations as such agencies in scheduling, making reservations, utilizing and making payment to these agencies for use of their aircraft.

4.1.2.2 If authorized by the President, 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. Direct billing may not be used to pay for such service and aircraft use.

4.2 Ground Transportation

- 4.2.1 The traveler may use a state owned vehicle, privately owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a state owned vehicle will be determined by administrative regulations as established by the President.
- 4.2.2 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.
- 4.2.3 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.
- 4.2.4 Roadside assistance services, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by the President or designees.
- 4.2.5 State Owned Vehicles
 - 4.2.5.1 State owned vehicles may be requested from the motor pool in accordance with the administrative regulations established by the President. State owned vehicles are for "official business use" only and must be operated by an employee of the institution, or with prior approval of the President or designees.
- 4.2.6 Privately Owned Vehicles/Courtesy Vehicles

4.2.6.1 Privately owned and courtesy vehicles may be used when traveling on College business. Reimbursement will be made at the prevailing rate per mile established by the Internal Revenue Service, excluding commuting mileage, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. 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.

4.2.7 Commercial Rental Vehicles

4.2.7.1 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

4.2.7.2 Insurance: Collision damage waivers for rentals of seven (7) days or less are also reimbursable. 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 in excess of 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.

4.2.7.3 Receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts are required. Travelers are encouraged to return rental cars with a full tank of fuel to avoid high refueling costs charged by rental agencies.

4.2.8 Rail Service

4.2.8.1 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.

4.2.8.2 Receipts /documents are required for reimbursement.

4.2.9 Miscellaneous Ground Transportation

4.2.9.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use their service.

Section 5. LODGING

5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges.

- 5.1.2 Reimbursement for a single occupancy shall be at the least expensive single room rate available.
- 5.1.3 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 of accommodations.
- 5.1.4 Reimbursement for multiple occupancy, when only one of the travelers is on higher education business, shall 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.
- 5.1.5 If a change in the lodging charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate senior administrator or the President to change travel plans, or in other extenuating circumstances, as approved by the senior administrator. Charges incurred due to the failure of the traveler to notify the lodging facility will be considered the personal expense of the traveler.

5.2 Receipts

- 5.2.1 Receipts are required for lodging reimbursement. The hotel/ motel statement, invoice, or folio shall be the official document utilized for reimbursement to the traveler.

5.3 Direct Billing

- 5.3.1 Lodging may be direct billed through the College's purchase order processes; however, the traveler must attach a copy of the

lodging invoice or other proof of lodging to the traveler's final expense account settlement.

Section 6. MEALS

- 6.1 Meal expense reimbursement is limited to expenses for food service and gratuities up to an applicable maximum daily rate established by the Board of Governors. Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Meal reimbursement rates will be equivalent to the GSA maximum daily rates for the corresponding travel location. On the first and last days of travel, the reimbursable rates for meals will be reduced to 75% of the GSA maximum daily rate.
- 6.2 Receipts are NOT required for reimbursement of meal expenses.
- 6.3 Meal expense reimbursement for single day travel (when there is not an overnight stay) is allowed when travel time exceeds 12 hours in a single day.
 - 6.3.1 To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal workday commences.
 - 6.3.2 To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal workday ends.
 - 6.3.3 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 their normal lunch period.

- 6.4 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgement in determining what is a “reasonable” expense to incur for the situation.
- 6.4.1 Guardian Travel: Travelers transporting or accompanying students or others entrusted to the College for their 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.
- 6.4.2 Board Members: For a single day travel (when 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.

SECTION 7. REGISTRATION FEES

- 7.1 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. If required by the conference, meeting, seminar, or workshop sponsor, advance payment is permitted. Reimbursement may be made to the traveler prior to commencement of the trip; however, the traveler must attach a copy of the registration receipt to the traveler’s final expense account settlement.
- 7.2 Receipts are required for reimbursement. The receipt/documentation provided by the event shall be sufficient for reimbursement.
- 7.3 The traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees.

- 7.4 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 traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

SECTION 8. OTHER EXPENSES

- 8.1 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. Such expenses and reimbursement may include but are not limited to:
- 8.1.1 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 portage (i.e. " bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
 - 8.1.2 Baggage storage between appointments, and between hotels and meeting places;
 - 8.1.3 Tolls, garage and parking fees, including gratuities;
 - 8.1.4 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.
 - 8.1.5 Currency conversion
 - 8.1.6 Guides, interpreters, and visa fees.

- 8.2 Non-reimbursable travel related expenses include the cost of passports, interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the President or designee.
- 8.3 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.

SECTION 9. FORM OF PAYMENT FOR BUSINESS TRAVEL

- 9.1 Cash Advances from the State Auditor’s Office for Employees, Students, and Organized Student Groups.

- 9.1.1 The college does not offer cash advances.

- 9.2 Direct Billing

- 9.2.1 Direct billing may be authorized by the President in accordance with the college’s travel guidelines. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct-billed fee.

SECTION 10. PROVISIONS APPLICABLE ONLY TO THE GOVERNING BOARD

- 10.1 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 the College, 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 or the duly authorized designee.

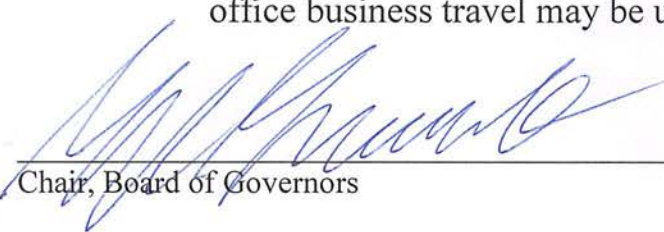
- 10.2 The Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture; and (2) all or part of the reasonable expenses incurred by an employee of the board in moving her or his household furniture, effects and immediate family 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 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, or the duly authorized designees.

SECTION 11 REIMBURSEMENT FORMS

- 11.1 The form(s) used for reimbursement of travel expenses shall be those approved by the President or designee.

SECTION 12 OTHER PROVISIONS

- 12.1 According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points, or other travel incentives resulting from office business travel may be used only for future official travel.



Chair, Board of Governors

2-19-2020

Date