

Chapter V.

Administrative and Financial Policies

TRAVEL REGULATIONS

The official regulations for travel while conducting business for Marshall University are contained in the Marshall University travel policies and procedures. These policies and procedures, including forms, have been distributed to all Vice Presidents, Deans and Directors. They are also available on the Accounting Office Web Page (www.marshall.edu/accounting), or you may contact the **University Finance Division - Accounting Office. [304-696-6488 or 304-696-2212]** for this information. It should be noted that these regulations are subject to change at any time. Also note that training is available for groups or individuals by contacting the University Accounting Office.

Contracted Travel Agency

Marshall has a contracted travel agency to provide travel services for the University. The contracted travel agency is AAA [304-696-8747 (TRIP)] which has an office in the Memorial Student Center. This travel agency should be used for lodging arrangements if appropriate and practical. If arrangements are not made through the contracted travel service, the following information must be noted on the traveler's expense account settlement: "AAA has been contacted and they can't offer a lower rate".

All airfare, rail, and car rental arrangements must be made through the contracted travel agency OR the off contract purchase must be approved in writing by the **Director of Auxiliary Services** as the contract administrator. [304-696-2529].

Corporate Travel Card Program

The University participates in the State of West Virginia Corporate Travel Card Program with Diner's Club. This card is available to all employees of the University who are appointed to a faculty, staff, or administrative position. Part-time, temporary employees, student assistants, extra help, consultants and others who are not considered "employees" are not eligible for the corporate travel card. Application for the Corporate Travel Card should be made well in advance of the planned travel to allow adequate time for processing before the trip actually takes place. This card is issued in the name of the individual traveler and it is the personal responsibility of the cardholder to pay for charges on the card. Cash advances can be obtained at an Automated Teller Machine (ATM) using the corporate travel card within limits established. The corporate travel card is issued through Diner's Club and travelers should contact the University Accounting Office for an application or assistance with use of the card.

Commercial Airline Transportation

Rail Service

Commercial Rental Vehicles

Reservations must be made and tickets issued through the contracted travel service. (See previous paragraph regarding contracted travel service.) Receipts are required.

Privately Owned Vehicles

Use of a privately owned vehicle for University approved business can be reimbursed at the rate of \$0.315 / mile for travel after January 1, 1997. No Receipts are required.

Lodging

Lodging reservations, when appropriate and practical, should be made through the contracted travel service. If arrangements are not made through the contracted travel service, the following information must be noted on the traveler's expense account settlement: **AAA has been contacted and they can't offer a lower rate.** Receipts are required.

Meals

Meal expense reimbursement is limited to actual expenses for food, service and gratuities up to the Internal Revenue Service limits per day for in-state and out-of-state travel. Meal expense allowance on international travel must be established in writing by the traveler from the contracted travel service. Receipts are generally not required for meals but check with your vice president, dean, or director for further guidance. Receipts are required for non-employees.

The authorized daily rate and limits for meals are listed in Appendix A of the Marshall University Travel Regulations. Specifically excluded are alcoholic beverages and entertainment expenses. Where a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."

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

To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal work day commences.

To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal work day ends.

Any traveler who qualifies for either breakfast or dinner may also qualify for lunch, provided that he or she is traveling or is in travel status during the normal lunch period for that individual.

A traveler who does not qualify for either breakfast or dinner is not eligible for any meal reimbursement on one day trips.

To determine 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% of the maximum daily rate
Lunch	20% of the maximum daily rate
Dinner	60% of the maximum daily rate

Registration Fees

Registration fees can be reimbursed if a receipt is provided.

Other

Other expenses generally associated with travel are outlined in the University Travel Regulations.

Approval Process

If the department wishes to encumber funds for the travel, the Travel Authorization Request Form is to be prepared and submitted in advance through the approval process for the traveler's area of the university (department chair, dean, director, vice-president, etc. as appropriate) to reach the Accounting Office in sufficient time to allow for processing prior to first date of travel (15 days recommended).

If any expenses are to be direct billed, complete the appropriate forms (see the travel regulations) and attach to the Travel Authorization Request Form to reach the University Accounting Office 30 days prior to the date needed.

If a cash advance through the State Auditor's Office is being requested, forms should reach the Accounting Office at least 30 days prior to the first date of travel. Note that the Corporate Travel Card is the primary means for traveler's cash needs.

Reimbursement Process

A Travel Expense Account Settlement Form must be prepared and signed to start the reimbursement process. Original receipts as required by the travel regulations are to be attached to this form for reimbursement of approved out of pocket expenditures. Send the form and receipts through the appropriate approval process for your unit of the University (department, dean, senior vice-president and, etc.) to the Accounts Payable Division of the University Accounting Office.

Travel Contacts

Contracted Travel Agency - AAA University Travel Center
- (304) 696-8747 (TRIP)

Corporate Charge Card - Diner's Club

Customer Service 1-800-234-6377 (2DINERS)

ATM Locations 1-800-248-4286 (CITI-ATM)
Contact the University Accounting Office for an application--this card can only be used for business travel and is a personal liability of the traveler.

State Owned Vehicles

Contact the University parking office for assistance. [304-696-6683]

University Accounting Office-

Director of Accounting 696-6488

Manager of Accounts Payable 696-2220

Accounts Payable Travel Desk 696-2212

Emergency Closing/Weather Policy Statement

Extreme weather conditions or energy outages have resulted in disruption of normal operations at Marshall University on several occasions during past winters. Similar situations may occur in the future. With that possibility in mind, Marshall University has developed the following policy:

1. Although it may be necessary to suspend classes because of inclement weather or other problems on some occasions, offices will not be closed and all employees will be expected to report to work.

Individual employees, for whom it is appropriate, may, in their best judgment, determine the risk of travel to be too great and elect to remain at home. Those who do so should contact their respective supervisors and indicate they are: (1) taking annual leave that day, or (2) taking a day off without pay, or (3) taking compensatory time, in the event compensatory time is owed them.

2. In the event that a building, or a section of a building, is closed (because of heat loss, power outage, etc.), employees working in the affected area will be permitted to take their work to another area or building on campus. Or, in consultation with the supervisor, the employee may elect to take annual leave that day, take the day off without pay, or take compensatory time off.

3. In the event of an extreme situation (tornado, flood, ice storm, campus disturbance, etc.) and the employees' presence is not desired on campus, this information will be disseminated to the news media. A decision as to whether the missed time will be chargeable to annual leave, compensatory time, or a non-pay situation will be determined by the president and communicated through supervisors on the first day normal campus operation is resumed.

4. Supervisors must take steps to ensure offices and/or work stations are open to employees at all times when those employees are expected to be at work, including inclement weather situations and other disruptive situations.

5. The President will notify the media by 7:00 a.m. of suspended classes for that day. A separate announcement will be made later in the day in regard to classes scheduled to begin at 4:00 p.m. or later.