

MARSHALL UNIVERSITY

TRAVEL PROCEDURES

EFFECTIVE: August 1, 2002

Section 1

PLANNING THE TRIP

Section 1.1

Travelers should plan travel and obtain cost estimates using the most cost effective means available.

Section 1.2

Advance approvals should follow guidelines established by the appropriate Vice President, Dean or Director for the traveler's area. Travel meeting any of the conditions outlined in Section 2.3 require that a travel request be completed and filed with the University Accounting Office.

Section 2

TRAVEL APPROVALS

Section 2.1

International travel must be approved by the appropriate Vice President for the traveler's area. See Section 2.3 for other approval requirements.

Section 2.2

All other travel must be approved by the appropriate Dean or Director for the traveler's area. See Section 2.3 for other approval requirements.

Section 2.3

Travel must also be approved by the University Accounting Office as to availability of funds and compliance with policy if:

- Any expense is directly billed to the university;
- Advance reimbursement to the traveler is requested;
- Cash advance through the WV State Auditor's Office (not advances using the corporate travel card) is requested.

Section 3

TRAVEL EXPENSE REIMBURSEMENT

Section 3.1

Appendix A provides a summary of expenses which can be reimbursed, reimbursement rates, and receipting requirements.

Section 3.2

Items which are to be reimbursed are to be identified on the Expense Account Settlement form.

Section 3.3

The expense account settlement form is to be signed by the traveler and her or his department chair, director or other individual to be considered the immediate supervisor. Approval by the Vice President, Dean or Director is required on either the expense account or travel request.

Section 3.4

The expense account should be filed within 10 days of return.

Section 4

TYPES OF TRAVEL

Section 4.1 Individual Travel

Individual travelers have two general options for finalizing plans.

- Pay all travel expenses personally and seek reimbursement after the fact.

The corporate travel card, a cash advance with the corporate travel card, a personal credit card, or a combination of all three can be used and an expense account filed upon return from the travel.

Follow these steps:

1. Obtain approvals as required;
 2. Complete a Travel Expense Account Settlement Form;
 3. Attach all required receipts to the expense account;
 4. Obtain signatures on the expense account as required;
 5. Have general encumbrance created in Banner and note on settlement form;
 6. Submit expense account to University Accounting Office.
- Pay all travel expenses using any of the above methods plus arrange for direct billing or advance reimbursement.

Before the trip:

1. Complete a Travel Authorization Form;
2. Complete a Registration and/or a Meals and Lodging Order Form and/or a Airfare and Rail Form, if required;
3. Obtain required approvals;
4. Obtain Banner general encumbrance number and note on Direct Bill Authorization Form;
5. Submit approved travel request and attachments to the University Accounting Office for processing and assignment of numbers;
6. Receive approved forms for finalizing travel plans.

After the trip:

1. Prepare expense account referencing encumbrance number;
2. Attach all required receipts to expense account;
3. Obtain necessary signatures;
4. Submit expense account to University Accounting Office.

Section 4.2 Student or Student Group Travel

Use the model for individual travel as a basic guide for student travel.

Procedures are the same except as noted below:

- Reimbursement can be made in the name of a student provided that student also receives a pay check from the university.
- Cash advances and direct billings cannot be made in the name of a student.
Arrangements can be made in the name of the university employee acting on behalf of the student(s). "Employee name acting on behalf of students" is entered wherever traveler's name is requested on forms.
- Meal receipts or the Meal Receipt form are required.
- Names of all members of the group must be attached to travel requests and expense account forms.

Section 4.3 Interviewee Travel

Interviewees must follow the same travel reimbursement guidelines associated with individual travel. Cash advances cannot be granted to interviewees but direct billing is allowed by following the same guidelines an employee would follow.

Section 4.4 International Travel

International travel follows the same procedures as other individual travel with the following requirements added:

- Approval by the traveler's vice president is required.
- The expense account is to be completed in US dollars. In the event expenses were more than one currency the traveler should provide a worksheet showing how the total amount to be reimbursed was determined.
- It is necessary to obtain written currency exchange rates from the contracted travel agency.
- It is necessary to obtain written meal allowance from the contracted travel agency.

Section 4.5 Consultant Travel

Most consultants should include travel costs in their fee without separate itemization of travel related expenses. If the contract is written to include a phrase that travel will be reimbursed in accordance with university or governor's travel regulations, use the same model as for individual travel.

Direct billing, cash advances, and corporate travel cards are not available to non-employees.

Section 5

PERSONAL TRAVEL IN CONJUNCTION WITH BUSINESS TRAVEL

Section 5.1

When personal travel is combined with business travel a clear distinction must be made to separate the business travel from the personal travel. Direct billing of expenses may not be available in all cases. Cash advances through the State Auditor will not be granted if personal and business travel are combined.

If personal travel is combined with business travel direct billing will be authorized only if the personal travel begins and ends in the approved business travel destination (no side trips or stopovers for personal travel). If the airfare or other common carrier charges for transportation include stopovers or side trips which would not be the most direct route, a portion of the airfare must be paid by the traveler to represent the portion of the trip associated with the personal travel.

The personal travel dates must be specified on the travel expense account.

Section 6

CORPORATE TRAVEL CARD

Section 6.1

The university participates in the State of West Virginia Corporate Travel Card program. This card is available to all employees of the university who are appointed to faculty, staff or administrative positions. Part-time temporary employees, student assistants, extra help, consultants and others who are not considered "employees" are not eligible for the corporate travel card. 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 Automated Teller Machines (ATM) using the corporate travel card.

Get information about our corporate business travel card by visiting the Accounting web site (<http://www.marshall.edu/accounting>)

General Customer Service & Reporting

Lost/Stolen Card:

Inside U.S.A

1 (866) 661-4234 during regular business hours

After business hours

1 (800) 556-5678

Section 7

CONTRACTED TRAVEL AGENCY

Marshall University entered into a new travel agency contract with American Express One to provide travel services for the university. This contract replaces the one originally held by AAA and provides other choices. See below:

- Effective March 1, 2001 Marshall University entered into a contract with American Express One. This contract provides three options to travelers.
 - 1) American Express (including their internet based service - RezPort Preferred)
 - 2) National Travel Service is the designated alternative travel agency.
 - 3) Travelers may make airline reservations in using other Internet based travel companies (See 2.c.iii below).

Travel Arrangement Procedures

- 1) Obtain approval to travel following your department's guidelines.
- 2) Make your reservations as follows:
 - a) For all direct billings, only use an American Express travel agent (not RezPort). You will need a Banner encumbrance document number.
 - b) Reserve hotel rooms (except conference hotels), rental cars, or rail travel through either American Express or National Travel Service.
 - i. American Express should be the first choice when possible.
 - ii. Since it is free, use their on-line reservation system (RezPort).
 - iii. Contact the purchasing department regarding the current rental car contract.
 - c) Reserve airline tickets using one of the following options:
 - i. Do it on-line or through a travel agent at American Express.
 - ii. Or, use an agent at National Travel (736-0625)
 - iii. Or, do an on-line comparison of fares between the American Express "RezPort" system and any other Internet system.
 1. Select the lowest fare possible.
 2. Do screen prints to document the comparison and attach to your expense account when submitted.
 - d) Obtain an original itinerary from the vendor or Internet site.

- 3) Complete the trip and submit the travel expense account form referencing the general encumbrance document number of your travel.
 - a. Include itinerary and original airline ticket receipt.
 - b. Include receipts for hotel and rental car if applicable.
 - c. Note on the expense account form if you used a conference hotel.
 - d. Obtain the necessary signatures and forward to Accounts Payable.

Each trip may have unique requirements.

Refer to University Travel Policies and Procedures or contact Sherry Osburn (x2214) or Elizabeth Graybeal (x2489) for additional information or guidance.

Section 8

CASH ADVANCES THROUGH THE STATE AUDITOR'S OFFICE

Section 8.1 Cash Advances through the State Auditor's Office Section

Cash advances through the State Auditor's Office can be obtained in the name of a university employee for all anticipated student travel expenses.

Employees may request a cash advance up to \$25 per day plus the exact cost of registration fees if greater than \$100 if the travel is:

- Out of State;
- More than 4 days in duration;
- If expenses will exceed the amounts which can be charged to the corporate charge card, billed directly to the university, or covered through a cash advance from the corporate charge card.

Section 10

CHANGES TO PROCEDURES AND POLICIES

Section 10.1 Changes to Procedures and Policies

University travel policies and procedures are based on policies issued by the WV Higher Education Policy Commission and the State of West Virginia. These procedures have been reviewed by a TQM committee.

Input from university travelers for improving travel service is welcomed.

