

# **MARSHALL UNIVERSITY**

## **TRAVEL POLICY**

**EFFECTIVE: August 1, 2002**

## **Section 1**

### **SCOPE**

This policy governs instate, out-of-state and international travel hereinafter referred to as "travel", for all individuals traveling on behalf of or at the request of Marshall University including faculty, staff, students and those interviewing for positions with the university if travel is being reimbursed. Travel expenses for contractors or consultants are governed by this policy if the contract calls for reimbursement in accordance with university travel regulations. This policy is effective as of August 1, 2002 and replaces the current policy dated July 28, 1997 and all other previous versions.

Marshall University Travel Procedures describe the forms, approvals and reimbursable items associated with all types of travel.

## Section 2

### DELEGATION OF AUTHORITY AND RESPONSIBILITIES

- 2.1 Authority to manage, approve or disapprove travel and travel related expenses, as well as the authority to develop procedures for administering this policy is delegated by the university Board of Governors to the President. The President delegates authority to manage, approve or disapprove travel and travel related expenses as follows:
- In-state and out-of-state travel to the academic deans for travel requests within their area.
  - In-state and out-of-state travel to the directors for travel requests within their area.
  - In-state and out-of-state travel to the vice-presidents for travel by deans or directors within their area.
  - all international travel to the vice-presidents for travel requests within their area.
- 2.2 Travel may be authorized only for official business and only if the academic or administrative unit has the financial resources to reimburse the traveler for travel expenses.
- 2.3 The vice president, dean, or director may also develop administrative policies and procedures for her or his spending unit, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of the spending unit.
- 2.4 The responsibility to audit a traveler's expense account settlement lies with the university Accounting Office. Approval of a traveler's expense account settlement by the University Accounting Office means that the expense account settlement meets all criteria established by this policy for reimbursement. The traveler shall submit an accurate expense account settlement for reimbursement to the University Accounting Office within a timely manner.
- 2.5 The responsibility for interpreting this policy resides with the University Accounting Office. Requests for interpretation of this policy should be addressed to the University Accounting Office prior to finalizing travel plans.
- 2.6 Contracts with travel agencies are managed by the University Accounting Office and questions related to that contract or exceptions to that contract should be addressed to the University Accounting Office.
- 2.7 Reimbursement must be submitted within six months of last day of travel.

## **Section 3**

### **TRAVEL REGULATIONS**

#### **3.1 Employees**

- 3.1.1 Written approval to travel shall be secured in advance by the employee for all out-of-state and international travel. Under no circumstances should an employee travel without proper approval of the appropriate Vice President, Dean or Director. In state travel requires written approval from the appropriate Vice President, Dean or Director in advance of the trip if any expenses are to be direct billed to the university or if a cash advance is requested through the WV State Auditor's Office.
- 3.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his business office, departmental secretary or other designated individual promptly after the last day of the approved travel. The last date of approved travel is identified as the last date listed on the approved travel request form or the last date for which expenses are listed on the expense account form. Those who travel extensively and find it more convenient to submit monthly expense reports for all travel within that period may continue to do so provided that expenses are submitted promptly after the last date of the month. Travel should not be held until the end of an academic term and submitted for reimbursement.
- 3.1.3 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. The traveler will need to make special notation on the expense account form that grant travel regulations are being followed to call attention to this fact.

#### **3.2 Board and Commission Members**

- 3.2.1 This policy shall govern reimbursement of travel expenses to Board and Commission members when legislation requires such members to follow university or "Governor's" travel regulations.

### 3.3 Consultants or Other Contractors

- 3.3.1 Those individuals or companies hired by the university to provide services should include all travel related expenses in the fees charged rather than seeking travel reimbursement separately. Travel expenses should not be listed as a separate category. In the event that a contracted individual or company wishes to receive separate reimbursement for travel expenses, it must be stated in the signed contract what travel reimbursement will be allowed and this policy will not apply unless specifically referred to in the signed contract.

### 3.4 Students

- 3.4.1 Travel by students shall be governed by this policy.

### 3.5 Interviewees/Candidates for University Employment

- 3.5.1 Candidates for university employment who will be reimbursed for travel expenses will be governed by this policy.

## Section 4

### TRANSPORTATION

#### 4.1 Reimbursement

##### 4.1.1 Commercial Airlines

4.1.1.1 Allowable reimbursement for commercial airline travel shall 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. Travelers may not specify a particular airline to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare. See Section 11

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 services vendor will require a waiver from the travel agency contract administrator.

4.1.1.3 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate Vice President, Dean or Director to change her or his travel plans, or if other extenuating circumstances arise and are approved by the appropriate Vice President, Dean or Director. 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.

4.1.1.4 Deliberately causing increased costs or delays to obtain 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. Any credits, rebates or refunds resulting from these actions must be returned to Marshall University. See Section 11

4.1.1.5 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 require that a written comparison from the contracted travel service be provided with the travel settlement to show that the best possible fare was obtained.

4.1.1.6 Reimbursement may be made to the traveler in advance for airfare

purchased up to 180 days before the trip begins. Copy of itinerary required.

#### 4.1.2 Aircraft Owned and Managed by the WV State Department of Administration

4.1.2.1 For state aircraft service, contact the Aviation Division of the WV State Department of Administration. If a state aircraft is not available, the Aviation Division may arrange for charter service. Charter service will be used only when a state owned aircraft is not available. In order to be reimbursed for the transaction fee, the itinerary must be attached to the travel expense settlement.

#### 4.1.3 Charter Aircraft

4.1.3.1 Use of charter aircraft must be approved in advance by the appropriate Vice President and a contracted travel service.

#### 4.1.4 University Owned Vehicles

4.1.4.1 University owned vehicles may be requested from the University Department of Parking and Transportation following policies of that department. University owned vehicles are for official business only and must be operated by an employee of the university. Allowance for non-employee passengers not on official business of the University must be specifically approved by the Vice President for Finance.

#### 4.1.5 Privately Owned Vehicles/Courtesy Vehicles

4.1.5.1 Privately owned and courtesy vehicles may be used when traveling on university business. Reimbursement for use of a privately owned vehicle will be made at the current Internal Revenue Service limits, refer to Appendix A in the University Travel Procedures, and for courtesy vehicles at the current Internal Revenue Service per business mile traveled, 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.

4.1.5.2 Appropriate insurance should be obtained when using a privately owned vehicle for business travel. Travelers should check with his or her personal insurance agent for further information.

- 4.1.5.3 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.
- 4.1.5.4 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.
- 4.1.5.5 Roadside assistance services, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by the appropriate Vice-President, Dean or Director.

#### 4.1.6 Commercial Rental Vehicles

**7.1.6.1 Please Contact the University Purchasing Department for details regarding any contracts that may currently be in effect and the requirement for use.** Commercial rental vehicles may be used when traveling on university business. Reimbursement will be made at actual cost for the daily rental fee (\$42.50 per day plus taxes) 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 university business and for larger vehicles if a group of five (5) or more is traveling together.

4.1.6.2 Insurance: Collision damage insurance for automobile rentals of seven (7) days or less are reimbursable, and should be taken unless the rental has been made using the State corporate travel card. The State Travel card provides collision damage coverage at no cost for rentals up to 31 days.

Collision damage insurance 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 more than 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.

4.1.6.3 Automobile Rentals: **Please contact the University Purchasing Department regarding any University or State-wide contracts that may currently be in effect and the requirement for using such contracts.**

4.1.6.4 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.

4.1.6.5 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.1.6.6 Roadside assistance services, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by the appropriate Vice President, Dean or Director.

#### 4.1.7 Rail Service

4.1.7.1 Travelers are expected to make advanced bookings through a contracted travel services vendor and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare.

#### 4.1.8 Miscellaneous Ground Transportation

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

4.1.8.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation.

## 4.2 Receipts

### 4.2.1 Commercial Airlines

4.2.1.1 In order to receive reimbursement, the traveler must submit the "passenger receipt portion" or certified copy from the commercial airline ticket. If airfare is billed directly to the university it must be referenced on the traveler's final expense account and the "passenger receipt portion" of the airline ticket attached. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for proper credit/refund.

### 4.2.2 Aircraft Owned and Managed by the WV Department of Administration

4.2.2.1 Payment for aircraft owned and managed by the WV Department of Administration will be direct billed only. Traveler's would not be responsible for maintaining receipts unless required by WV Department of Administration Aviation Division.

### 4.2.3 Charter Aircraft

4.2.3.1 Payment for charter aircraft will be by direct billing only.

### 4.2.4 University Owned Vehicles

4.2.4.1 Payment for university owned vehicles will be by direct billing only. Traveler's would not be responsible for maintaining receipts unless required by the University Department of Parking and Transportation policies.

### 4.2.5 Privately Owned Vehicles/Courtesy Vehicles

4.2.5.1 Receipts are not required for privately owned vehicles.

### 4.2.6 Commercial Rental Vehicles

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

### 4.2.7 Rail

4.2.7.1 Receipts/documentation is required for reimbursement of rail service expenses.

#### 4.2.8 Miscellaneous Ground Transportation

4.2.8.1 Receipts are not required for miscellaneous ground transportation if under the Internal Revenue Service limits.

#### 4.3 Direct Billing

##### 4.3.1 Commercial Airlines

4.3.1.1 Commercial airline tickets may be direct billed to the university for those expenses covered by university funding sources. The traveler must attach the "passenger receipt portion" of the airline ticket or other proof of travel, to the expense account settlement.

4.3.1.2 Direct billing may not be available if personal travel is combined with business travel.

##### 4.3.2 Aircraft Owned and Managed by the WV Department of Administration

4.3.2.1 Payment for aircraft owned and managed by the WV State Department of Administration will be direct billed only.

##### 4.3.3 Charter Aircraft

4.3.3.1 Payment for charter aircraft will be by direct billing only.

##### 4.3.4 University Owned Vehicles

4.3.4.1 Payment for university owned vehicles will be by direct billing only.

##### 4.3.5 Privately Owned Vehicles/Courtesy Vehicles

4.3.5.1 Direct billing is not an option.

##### 4.3.6 Commercial Rental Vehicles

4.3.6.1 Car rentals may be direct billed to the university for those expenses covered by University funding sources. The traveler must attach a copy of the rental agreement to the expense account settlement form.

4.3.6.2 Direct billing may not be available if personal travel is combined with business travel.

#### 4.3.7 Rail

4.3.7.1 Rail may be direct billed to the university for those expenses covered by the University funding sources. The traveler must attach the “passenger receipt portion” of the rail ticket or other proof of travel, to the expense account settlement.

4.3.7.2 Direct billing may not be available if personal travel is combined with business travel.

#### 4.3.8 Miscellaneous Ground Transportation

4.3.8.1 Direct billing for miscellaneous ground transportation is not an option.

## Section 5

### LODGING

#### 5.1 Reimbursement

- 5.1.1 Allowable reimbursement for lodging shall include the actual expenses for overnight accommodations 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 provided that cross reference is made on the expense account settlement form, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations. Travelers are encouraged to request separate billing for lodging expenses at the time of check-in and seek reimbursement separately.
- 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 is required and a charge is incurred, the change is reimbursable if the traveler is directed by the appropriate Vice President, Dean or Director to change her or his travel plans, or in other extenuating circumstances, as approved by the appropriate Vice President, Dean or Director. Charges incurred due to the failure of the traveler to notify the facility will be considered the personal expense of the traveler.
- 5.1.6 Lodging Reservations  
Travelers have the option of making their own lodging reservations directly with a hotel/motel, or they may use National Travel's website at [www.nationaltravel.com](http://www.nationaltravel.com) or American Express One's website at <http://travel.americanexpress.com/travel/axone>. Travelers should check all available rate products (government, personal, etc) and select the least expensive rate for their stay. Use the state travel card for all hotel costs where practical.

## 5.2 Receipts

- 5.2.1 Receipts are required for lodging reimbursement. The hotel/motel 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 for candidate travel being reimbursed with university funds. The candidate (traveler) must attach a copy of the lodging invoice or other proof of lodging to the expense account settlement.
- 5.3.2 Individual employees are expected to pay lodging expenses with their corporate travel card and seek reimbursement in most cases. Exceptions to this policy may be granted with written justification and request for exception to the University Accounting Office.
- 5.3.3 Groups of employees or students where lodging and meals are a package price and other expenses are not being individually reimbursed may direct bill for lodging expenses. If other expenses are to be reimbursed it is expected that the individual will pay for lodging and seek reimbursement. Exceptions to this policy may be granted with written justification and request for exception to the University Accounting Office.
- 5.3.4 Direct billing may not be available if personal travel is combined with business travel.

## Section 6

### MEALS

#### 6.1 Reimbursement

- 6.1.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities up to \$35 per day for instate travel and \$50 per day for out-of-state travel. Meal expense allowance on International travel must be established in writing for the traveler by the contracted travel service. 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,"
- 6.1.2 When meals are provided for a traveler as part of the registration fee or other means (excluding meals or snacks served by a common carrier while in transit and excluding "continental breakfasts" which are not full course meals), the traveler's maximum daily rate shall be reduced as follows:
- Breakfast 20% of the maximum daily rate  
Lunch 20% of the maximum daily rate  
Dinner 60% of the maximum daily rate
- 6.1.3 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:
- 6.1.3.1 To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal work day commences.
- 6.1.3.2 To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal work day ends.
- 6.1.3.3 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.

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

6.1.3.5 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

6.1.4 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.

6.1.4.1 Guardian Travel (where a traveler is paying expenses for others and seeking reimbursement): Travelers transporting or accompanying clients, patients, students or others entrusted to the university for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Time frames described in Section 6.1.3 for one day trips may not apply for Guardian travel at the option of the appropriate vice president, dean or director. Receipts or the student signature form are required (see Section 6.2.2) for reimbursement.

6.1.4.2 Board and Commission Members: For single day travel (where there is not an overnight stay) in the performance of their official duties, Board and Commission members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate authorized by enacted legislation or the amounts established in Section 6.1.1, whichever is appropriate.

6.1.4.3 Employees in undercover operations, at the direction of the agency head/designee, may be reimbursed for their actual expenses at the option of the agency head or designee. Receipts are not required.

## 6.2 Receipts

6.2.1 Receipts are not required for meal reimbursement except for Guardian Travel (Section 6.1.4.1).

6.2.2 Guardian Travel (where a traveler is paying expenses for others and seeking reimbursement) will require meal receipts OR the signature of the individual for whom the meal(s) were provided on a form showing the amount of funds the individual received for meals.

- 6.2.3 Travelers continually requesting the maximum daily rate for reimbursement will be noted and the appropriate vice president, dean, or director will be notified. Receipts or other information related to meal expenses may be required on future travel by the individual or area. Travelers are reminded that meal expense reimbursement is limited to actual meal expenses.

### 6.3 Direct Billing

- 6.3.1 Meals cannot be direct billed in most cases.
- 6.3.2 Individuals are expected to pay meal expenses and seek reimbursement.
- 6.3.3 Groups of employees or students where lodging and meals are a package price and other expenses are not being individually reimbursed may direct bill for combined lodging and meal expenses. If other expenses are to be reimbursed it is expected that the individual will pay for meals and seek reimbursement. Exceptions to this policy may be granted by the Vice President for Finance or designee.
- 6.3.4 Direct billing may not be available if personal travel is combined with business travel.

## Section 7

### REGISTRATION

#### 7.1 Reimbursement

- 7.1.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by an original receipt. Travelers should verify acceptable payment methods with the conference organizers prior to the registration due date. Registration fees should be charged to the traveler's corporate travel card or the State of West Virginia Purchasing Card whenever possible. For those individuals using the State Purchasing Card for registration fees, a copy of the VISA charge receipt must be attached to any Travel Expense Settlement Form submitted to the University Accounting Offices. Registration fees in the amount of \$2,000 or more must have approval by the departmental Vice President and the Senior Vice President for Finance.
- 7.1.2 The traveler will not receive an allowance or reimbursement for lodging or meals included in registration fees.
- 7.1.3 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate Vice President, Dean or Director to change her or his travel plans, or if other extenuating circumstances arise and are approved by the appropriate Vice President, Dean or Director. 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.

#### 7.2 Receipts

- 7.2.1 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are reminded to adjust meal reimbursement requests for meals which are included in the registration fee (See Section 6.1.2).

#### 7.3 Direct Billing

- 7.3.1 Registration fees can be direct billed to the University, if the sponsor does not accept the traveler's corporate travel card. Direct billing requires the event sponsor to: 1) accept a university purchase order, and, 2) submit an

invoice to the University Accounting Office for payment. A copy of the registration receipt or proof of attendance must be attached to the traveler's final expense account settlement form.

- 7.3.2 Registration fees requiring payment in advance (where the conference does not accept traveler's corporate card AND will not accept a purchase order in advance with invoicing to be paid after the conference) can be made providing an exception is granted by the Vice President for Finance. Required documentation includes a statement from the event sponsor stating that neither the traveler's corporate travel card nor a university purchase order will be accepted for payment.
- 7.3.3 Direct billing may not be available if personal travel is combined with business travel.

## Section 8

### OTHER EXPENSES

#### 8.1 Reimbursement

8.1.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is greater than the Internal Revenue Service limits. The Vice President for Finance shall determine whether or not expenses other than those listed below are to be reimbursed. Such expenses and reimbursement may include, but are not limited to:

a) 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.

b) Baggage storage between appointments, and between hotels and meeting places;

c) Tolls, garage and parking fees, including gratuities;

d) Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges and must be made on the current corporate communications card; (3) surcharges for long distance calls when the toll charges are direct billed; and (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges;

e) Currency conversion,

f) Guides, interpreters, and visa fees and

g) For 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 actual cost, not to exceed the maximum amount established by the Governing Board, provided the call is not charged to the telecommunications card issued by the state or the Governing Board.

8.1.2 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 spending unit), interest on late payment of individually held travel cards, laundry fees, and personal flight or baggage insurance.

8.1.3 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. Conversion rates are to be obtained in writing from a contracted travel service or currency exchange service and submitted with the expense account settlement form.

## 8.2 Receipts

8.2.1 Receipts are required for any individual expense which exceeds the Internal Revenue Service limits.

## 8.3 Direct Billing

8.3.1 Direct bill for other expenses is not an option.

## Section 9

### FORM OF PAYMENT FOR BUSINESS TRAVEL

#### 9.1 Corporate Travel Card

- 9.1.1 Travelers should use the corporate travel card for business related travel expenses whenever possible and practical. No personal purchases are permitted on the corporate travel card.
- 9.1.2 Cash advances from an Automatic Teller Machine (ATM) using the corporate travel card should only be obtained as needed for business related expenses.
- 9.1.3 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 with an overnight stay on official business.

A cash advance is for business purposes only.

No cash advance for personal purposes is permitted.

The preferred method of obtaining a cash advance is to use the state corporate travel card at an ATM.

Cash advances using the corporate travel card are limited to a minimum amount of \$100 and a maximum of \$500, not to exceed \$1,000 during any rolling seven day period.

Cash advances should only be obtained for those expenses which cannot be charged to the traveler's corporate travel card with an estimate that incidental expenses should not normally exceed \$30 per day.

The employee may be reimbursed for only five (5) ATM cash advance transaction fee, and associated fees, per trip or rolling seven day period whichever is shorter.

- 9.1.4 The receipt ticket from the ATM machine is required for reimbursement of the ATM transaction fee.

## 9.2 Cash Advances from the State Auditor's Office

### 9.2.1 Cash Advances for Employees

9.2.1.1 Cash advances may be received by employees for business travel for the payment of registration fees and/or daily miscellaneous expenses where the state corporate travel card is not accepted or the individual is not eligible for a corporate travel card (for example: individuals who are infrequent travelers or are newly employed may not have requested a corporate travel card). Cash advances may be issued for: (a) out-of-state travel; (b) a minimum of four (4) days and a maximum of the number of days approved for travel at the rate of \$25.00 per day for miscellaneous expenses; (c) the exact amount of registration fee which is \$100.00 or more; (d) the total estimated expenses for a student or student group; and (e) other circumstances approved by the Vice President for Finance. Cash advances of less than \$200 should be obtained on the corporate travel card.

9.2.1.2 Cash advances for travel expenses of band, athletic teams and organized student groups may be made in the exact amount estimated for the designated trip. Such cash advances may be issued for: (a) the total estimated amount of travel expenses, including the expenses of appropriate representatives, staff and/or employees accompanying the band, team or student group; and (b) the total amount of event related expenses as determined by the band or athletic director or the faculty/staff advisor or sponsor of the student group.

9.2.1.3 In order to ensure that the University Accounting Office has adequate time to obtain a cash advance, the request for travel must be received in the University Accounting Office at least thirty (30) days in advance of the first date of travel. Otherwise, a cash advance may not be honored by the state. Cash advance checks are not released more than ten (10) business days in advance of the first date of travel.

9.2.1.4 Cash advances may not be available if personal travel is combined with business travel.

## 9.2.2 Settlement of Cash Advances

9.2.2.1 All cash advances must be settled by the individual traveler, student representative, student group advisor/sponsor, or band and athletic department. Such settlement shall be submitted by the institution to the State Auditor's Office for final settlement within the time frame prescribed by the State Auditor's Office.

9.2.2.2 Failure to settle a cash advance within the time frame prescribed by the State Auditor's Office shall result in suspension of cash advance privileges for the traveler, student group, band or athletic department until such settlement is made.

## **Section 10**

### **REIMBURSEMENT FORMS**

- 10.1 The form(s) used for reimbursement of travel expenses shall be those developed by the University Accounting Office consistent with those authorized by the WV Department of Administration Travel Management Office and the WV State Auditor's Office.

## **Section 11**

### **OTHER PROVISIONS**

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

## **Section 12**

### **EXCEPTIONS**

- 12.1 This policy was developed in accordance with Higher Education Policy Commission travel policies issued August 1, 2002. Any exceptions to this policy must be explained in writing and approved by the Vice President for Finance.