

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. FA-2

TRAVEL

1 General

1.1 Scope:

- 1.1.1 This policy implements the rules and regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel", and for reimbursement of expenses to employees, members of the Marshall University Board of Governors, hereinafter referred to as the "Governing Board", members of institutional Boards of Advisors and other non-employees traveling on behalf of the Governing Board or its institution.
- 1.1.2 Consultants, contractors, and non-employees are not required to use these policies and regulations, with the institution's approval. Any consultant and contractor travel must 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.

1.2 Authority: W. Va. Code §18B-1-6; §12-3-11

1.3 Passage Date: June 29, 2016

1.4 Effective Date: June 29, 2016

1.5 Controlling over: Marshall University

1.6 History:

- 1.6.1 This policy amends and replaces Marshall University Board of Governors Policy FA-2 (effective June 14, 2011), which amended Marshall University Board of Governors Policy FA-2 (effective June 17, 2010), which amended Policy FA-2 (effective June 28, 2006), which replaced MUBOG Policy No. 3.

1.7 Terms:

- 1.7.1 The word "President" herein refers to the President of Marshall University.
- 1.7.2 The words "Marshall" and "institution" herein refers to Marshall University.
- 1.7.3 The term "administrative procedures" herein refers to the various documents available in the University Travel Office and online which provide the guidelines for university-related travel.

- 1.8 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 or Commission member, or other non-employee unless such claim meets all the requirements of this rule.

2 Delegation of Authority and Responsibilities

- 2.1 Authority to manage, approve, or disapprove travel and travel-related expenses is delegated exclusively to the President. Authority may be revoked by the Governing Board.
- 2.2 The President may delegate authority to others within the institution to act as designee(s) 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 Travel may be authorized only for official business and only if the institution has the financial resources to reimburse the traveler for travel expenses.
- 2.4 The President or designee may develop administrative policies and procedures for the institution, consistent with this policy; state and federal laws; and Internal Revenue Service (IRS) regulations to provide additional guidance to employees and others traveling on behalf of the institution.
- 2.5 The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense account settlement meets all criteria established by this policy for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the he State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

3 Travel Regulations Applicable to All employees, Non-Employees, Board Members, and Students

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 policies and procedures of the institution. Under no circumstances should an employee travel without proper approval of the President or the President's designee(s).
- 3.1.2 Employees are responsible for submitting a travel expense account settlement form with all required attachments to the institution in the manner and the time prescribed in the institution's administrative procedures after the last day of the approved travel to qualify for reimbursement of expenses.

3.2 Non-Employees

- 3.2.1 When non-employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy and the administrative policies and procedures of the institution.

3.3 Members of the Governing Board and Members of Institutional Boards of Advisors

3.2.1 This policy shall govern reimbursement of travel expenses to Governing Board members and Institutional Boards of Advisors members when a Board member requests reimbursement for such expenses from the Governing Board.

3.4 Students

3.4.1 When students are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy and the administrative policies and procedures of the institution.

4 Transportation

4.1 Air Transportation

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.

4.1.1.2 Travelers must make advance bookings through a contracted travel service vendor or as otherwise provided for in the administrative policies and procedures of the institution to secure the least expensive airfare possible. Reimbursement for tickets where reservations were not made in this manner requires prior written authorization from the President or their designee. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days prior to the trip.

4.1.1.3 In order to receive reimbursement, the traveler must submit the “passenger coupon”, E-Ticket Receipts, certified copy from the commercial airline ticket or the original invoice from the travel service vendor. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for a proper credit or refund.

4.1.1.4 Commercial airline tickets may be direct billed to the institution and paid in advance, as provided in the administrative policies and procedures.

4.1.1.5 If an increase in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by an institutional officer authorized to approve travel expenses to change his or her 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 increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or any other similar

action is prohibited. Any credits, rebates, or refunds resulting from these actions must be returned to the institution.

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 Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.

4.1.2.2 If authorized in advance 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 by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use.

4.1.2.3 A competitively bid charter service contract, if available, may be used, as appropriate.

4.2 Ground Transportation

4.2.1 The traveler may use a state owned vehicle, privately owned vehicle, a commercial rental vehicle, or rail service for ground transportation when traveling on official business of the institution.

4.2.2 State Owned Vehicles: The availability and use of a state-owned vehicle will be determined by the institution's administrative policies and procedures.

4.2.3 Privately Owned Vehicles/Courtesy: Privately owned and courtesy vehicles may be used when traveling on institutional business. Reimbursement will be made in accordance with the institution's administrative policies and procedures and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.

4.2.4 Commercial Rental Vehicles: Commercial rental vehicles may be used. Reimbursement will be made in accordance with the institution's administrative policies and procedures and shall not exceed actual costs. Receipts/documentation are required for reimbursement.

4.2.5 Rail Service: May be used for ground transportation in accordance with the institution's administrative policies 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. Receipts/documentation are required for reimbursement.

4.2.6 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's administrative policies and procedures.

4.3 The traveler must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.

4.4 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.

- 4.5 Roadside assistance services for fleet, rental and personal vehicles, if required, may be reimbursed at actual costs if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

5 Lodging

- 5.1 Reimbursement for lodging shall include the actual expense for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging shall be made in accordance with the institution's administrative policies and procedures. Lodging receipts are required for reimbursement.
- 5.2 Lodging may be direct billed, in accordance with the institution's administrative policies and procedures; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the travel settlement.

6 Meals

- 6.1 Meal expense reimbursement shall be made in accordance with the institution's administrative policies and procedures and current Internal Revenue Service limits on meal expenses and is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses.
- 6.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's policies and procedures.
- 6.3 Receipts are not required for meal reimbursement.

7 Registration Fees

- 7.1 Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable to the traveler and shall be made in accordance with the institution's policies and procedures. Registration fees may be direct billed to the institution when feasible.
- 7.2 Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement.
- 7.3 The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.
- 7.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

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, or required by the institution's policies and procedures.

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 a portering (i.e. "bell-person") services rather than a facility where the traveler is expected to carry their own luggage;
- b. Baggage storage between appointments and between hotels and meeting places;
- c. Tolls, garage, and parking fees - excluding valet parking for personal convenience;
- 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 travel card; (3) surcharges for long distance calls when the toll charges are direct billed; (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and (5) charges related to internet connections.
- e. Currency conversion;
- f. Guides, interpreters, and visa fees; and
- g. Trips involving multiple days of travel, or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed the maximum amount established in the institution's policies and procedures.

8.2 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 credit cards, laundry fees, and personal flight or baggage insurance. Exceptions must be approved by an institutional officer authorized to approve travel expenses.

8.3 Employees 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.

9 Form of Payment for Business Travel

9.1 Corporate Charge Card, Purchasing Card or Credit Card: Travelers should use the corporate charge card or purchasing card issued by the state of West Virginia, or a higher education corporate charge card if available for approved business related travel expenses.

9.2 Cash Advances from the State Auditor's Office: Cash advances may be requested from the State Auditor's Office according to the procedures established by the Auditor for employee and student

travel, and for group travel such as bands, athletic teams and organized student groups. Marshall University shall establish policies and procedures for requesting and settling cash advances with the Auditor.

9.3 Cash Advances from Marshall University: Cash advances made by the institution will be handled in accordance with the institution's administrative procedure.

9.4 Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Credit Card:

9.4.1 Employees may secure a cash advance for business travel expenses only. Cash advances are not permitted for personal purposes.

9.4.2 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 on official business. The preferred method of obtaining a cash advance is to use the state corporate credit card at an ATM. Cash advances and ATM transaction fee reimbursements are limited to the amount and number authorized by the institution's policies and procedures. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.

9.4.3 For employees ineligible to receive a state corporate credit card or those who have applied and have not yet received their cards, the cash advance procedure in 9.2 applies.

9.4.4 Except where otherwise exempted by statute, policy, or waiver from the State Auditor's Office Purchasing Card Division, the Purchasing Card may not be used to obtain cash, cash credits, or cash advances.

9.4.5 Marshall University shall adopt and actively pursue policies and procedures to manage and minimize credit losses by employees using the corporate charge card.

9.5 Direct Billing: Direct billing may be authorized by the appropriate institutional representative in accordance with the institution's policies and procedures. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct billed fee.

10 Reimbursement Forms

10.1 The form(s) used for reimbursement of travel expenses shall be those promulgated by Marshall University.

11 Provisions Applicable Only to the Marshall Board of Governors and President

11.1 The Governing Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit any campus of Marshall, 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 President's designee(s).

11.2 The Governing 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, 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 Governing Board; provided, that no part of the moving expenses of any such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the President or the President's designee(s).

12 Exceptions

- 12.1 Any exceptions to this policy must be documented in writing and approved by the President or their designee.