

Marshall University Research Corporation

Travel Policy and Procedure Manual



MARSHALL UNIVERSITY
RESEARCH CORPORATION

One John Marshall Drive
Huntington, WV 25755
304.696.6532
www.marshall.edu/murc

Policy No. MURC-006
Effective: September 24, 2018
Last Revision: September 24, 2018

Table of Contents

| | |
|---|----|
| Section 1: Introduction..... | 4 |
| Section 2: Definitions | 4 |
| Section 3: Delegation of Responsibilities | 4 |
| Section 4: Travel Authorization/Direct Bill Request Form | 5 |
| Section 5: Travel Settlement Form | 6 |
| Section 6: Travel Regulations: Employees, Non-Employees and Students..... | 6 |
| Section 6.1: Employees | 6 |
| Section 6.2: Non-Employees..... | 7 |
| Section 6.3: Students..... | 7 |
| Section 7: Types of Travel..... | 8 |
| Section 7.1: Individual Travel..... | 8 |
| Section 7.2: Interviewee Travel | 8 |
| Section 7.3: International Travel..... | 9 |
| Section 7.4: Consultant Travel..... | 9 |
| Section 8: Personal Travel in Conjunction with Business Travel..... | 9 |
| Section 9: Cash Advances..... | 10 |
| Section 10: Transportation..... | 10 |
| Section 10.1: Air Transportation..... | 10 |
| Section 10.1.1: Commercial Airlines | 10 |
| Section 10.1.2: Chartered Aircraft Service and Privately Owned Aircraft | 11 |
| Section 10.2: Ground Transportation | 11 |
| Section 10.2.1: University-Owned Vehicles | 12 |
| Section 10.2.2: Privately Owned Vehicles | 12 |
| Section 10.2.3: Commercial Rental Vehicles | 12 |
| Section 10.2.4: Insurance..... | 12 |
| Section 10.2.5: Rail Service | 13 |
| Section 10.2.6: Miscellaneous Ground Transportation | 13 |
| Section 10.2.7: Operator Regulation | 13 |
| Section 11: Lodging..... | 13 |
| Section 12: Meals..... | 14 |
| Section 13: Registration and Conference Fees | 15 |
| Section 14: Other Expenses | 15 |
| Section 15: Forms of Payment for Business Travel..... | 16 |

| | |
|---|----|
| Section 15.1: P-Card | 16 |
| Section 15.2: Direct Bill..... | 17 |
| Section 15.3: Cash Advance..... | 17 |
| Section 16: Other Provisions | 17 |
| Section 17: Exceptions..... | 17 |
| Section 18: Travel Arrangements Procedures..... | 17 |
| Appendix A: MURC Travel Authorization/Direct Bill Request Form Instructions | 20 |
| Appendix B: MURC Travel Settlement Form Instructions | 22 |
| Appendix C: Banner General Encumbrance Instructions - Travel Procedure | 24 |
| Appendix D: MURC Travel Chart of Accounts | 25 |
| Appendix E: MURC Chart of Reimbursable Expenses | 26 |

Section 1: Introduction

The policies and procedures set forth in this document are to assist with the management of in-state, out-of-state and international travel, hereinafter referred to as “travel;” and for reimbursement of expenses to individuals traveling on behalf of or at the request of Marshall University Research Corporation (MURC), including employees, non-employees and students.

Consultants and contractors are discouraged from including travel-related expenses within the total fees charged, and are asked to seek travel reimbursement separately. Consultants and contractors are governed by this manual if the consultant/contractor agreement calls for reimbursement in accordance with MURC travel regulations.

MURC will not issue a check in payment of any claim for travel expenses incurred by an employee or non-employee unless such claim meets all the requirements in this manual.

Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they supersede those contained in this policy; otherwise, this manual shall govern such reimbursement. When the federal, state and private grant policies differ from this policy, the traveler must make special notation of the grant policy on the travel form(s).

Section 2: Definitions

Invoice: An itemized document from an approved vendor including date, invoice number and detailed description of the services rendered or products purchased.

MURC: herein refers to the Marshall University Research Corporation.

P-Card: A credit card issued in the name of the individual employee of MURC.

PI: herein refers to the principal investigator of a grant or the project director of an institutional fund and is the individual named in an agency agreement as being responsible for project management and completion.

President: herein refers to the president of Marshall University.

Receipt: An itemized document indicating the price per item and the total amount charged in a transaction.

University: herein refers to Marshall University.

Section 3: Delegation of Responsibilities

Travel may be authorized for official business purposes only.

Travel may be authorized only if the project has the financial resources available for travel expenses.

The responsibility to audit a traveler's expense account and travel settlement lies with MURC. MURC will process travel settlement for reimbursement within a reasonable amount of time after receiving such settlement from the traveler.

The operating units may develop administrative procedures for their spending unit consistent with this policy to provide additional guidance to employees and others traveling on behalf of the spending unit.

The responsibility for interpreting this manual resides with MURC. Request for interpretation of this manual should be addressed to the MURC chief financial officer prior to finalizing travel plans.

All MURC business travelers are responsible for verifying availability of funds prior to each travel.

Section 4: Travel Authorization/Direct Bill Request Form

The [Travel Authorization/Direct Bill Request Form](#) must be submitted and approved in advance for all out-of-state, overnight and international travel, as well as for any expenses of the trip to be direct billed to MURC by way of invoice or charged to the MURC P-Card.

Where travel costs are to be split among funding sources, all travel expenses are to be included on the Travel Authorization/Direct Bill Request Form. Other funding sources (i.e., Marshall University, Marshall University Foundation, Sponsorships, or Awards) and amounts should be noted in the "Comments" section of the form. The Banner General Encumbrance amount should ONLY be for the amount of expenditures to be paid by MURC.

Although written approval is not necessary for same-day travel, the PI is required to verify allowability and availability of funds prior to departure.

When required, the Travel Authorization/Direct Bill Request Form should be submitted to MURC as early as possible. The minimum requirements are as follows:

- A. At least ten (10) days prior to departure for domestic trips without cash advance request.
- B. At least thirty (30) days prior to departure for domestic trips with cash advance request.
- C. At least thirty (30) days prior to departure for international trips.

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

Request for prior authorization for travel must be submitted using the MURC Travel Authorization/Direct Bill Request Form along with an attached copy of program and registration form, in addition to quotes for lodging, airfare and other travel-related expenses.

Section 5: Travel Settlement Form

Employees are responsible for submitting for reimbursement a [Travel Settlement Form](#) with all required attachments in accordance with this manual in order to qualify for reimbursement of expenses.

The Travel Settlement Form with required documentation must be submitted to MURC within ten (10) business days following the last day of the approved travel. The last date of approved travel is identified as the last date listed on the approved [Travel Authorization/Direct Bill Request Form](#) or the last date for which expenses are listed on the Travel Settlement Form. For trips of a repetitive nature and for those who accumulate repetitive mileage expenses, a combined Travel Settlement Form may be submitted monthly provided that expenses are submitted promptly after the last date of the month.

The MURC Chart of Reimbursable Expenses (Appendix E) provides a summary of reimbursable expenses, reimbursement rates and receipt requirements. Items which are to be reimbursed are to be identified on the MURC Travel Settlement Form.

The MURC Travel Settlement Form is to be signed by the traveler and PI or approved project director prior to submission to MURC. In the event the traveler is the PI, the immediate supervisor of the PI should also sign.

The settlement form should identify all expenses relative to the trip and original receipts must be attached. See Section 7.1, “After the Trip” for receipt instructions when paying via MURC P-Card.

Section 6: Travel Regulations: Employees, Non-Employees and Students Section

6.1: Employees

When MURC or University employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy.

Approval to travel shall be secured in advance by the employee in accordance with this manual. Under no circumstances should an employee travel without proper approval of the PI or project director, MURC and when appropriate, the vice president or dean.

Employees are responsible for submitting for reimbursement a [Travel Settlement Form](#), with all required attachments, to MURC within ten (10) working days after the last day of travel in order to qualify for reimbursement of expenses. Late submission of Travel Settlement Forms will be processed only if the traveler or PI presents reasonable written justification.

Section 6.2: Non-Employees

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

Approval to travel shall be secured in advance in accordance with this manual. Under no circumstances should a non-employee travel without proper approval of the PI or their designee.

Non-employee travelers are responsible for submitting for reimbursement a [Travel Settlement Form](#), with all required attachments, to MURC within ten (10) working days after the last day of travel in order to qualify for reimbursement of expenses. Late submission of Travel Settlement Forms will be processed only if the traveler or PI presents reasonable written justification.

Section 6.3: Students

Travel by students is permitted under the following circumstance:

- (1) The student is a University or MURC student-employee and his/her travel is a consequence of his/her employment.
- (2) The student's travel is a result of the specific program.
- (3) Students are traveling with an official group/team of the University, and the manager of the trip is responsible for the approval and reimbursement of the travelers' general expenses.

When students are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this manual.

Approval to travel shall be secured in advance in accordance with this manual. Under no circumstances should a student travel without proper approval of the PI or their designee.

Student travelers are responsible for submitting for reimbursement a [Travel Settlement Form](#), with all required attachments, to MURC within ten (10) working days after the last day of travel in order to qualify for reimbursement of expenses. Late submission of Travel Settlement Forms will be processed only if the traveler or PI presents reasonable written justification.

Section 7: Types of Travel

Section 7.1: Individual Travel

The preferred method of payment for allowable travel expenses is the MURC Purchasing Card (P-Card). For more information concerning the MURC P-Card, please visit <http://www.marshall.edu/murc/wp-content/uploads/2010/06/Purchase-Card-Policies-and-Procedures-Manual.pdf>

Travelers may pay allowable travel expenses using the MURC P-Card or direct bill to MURC by the vendor, and seek reimbursement for any expenses that cannot be charged to the P-card or direct billed. The traveler may also pay all travel expenses personally and request reimbursement after the fact.

Before the trip:

1. Complete a MURC [Travel Authorization/Direct Bill Request Form](#).
2. Obtain required approval and signatures.
3. Create a Banner encumbrance (FGAENCB) for any expense not direct billed if not on a separate encumbrance. Include the cost for items to be paid via P-Card and note the encumbrance number on the Travel Authorization/Direct Bill Request Form as well as on the P-Card reconciliation.
4. Submit form to MURC for MURC approval and processing.

After the trip:

1. Prepare a MURC [Travel Settlement Form](#) for all travel expenses and reference the encumbrance number obtained for the Travel Authorization/Direct Bill Request Form.
2. Attach all required original receipts to the Travel Settlement Form. Copies of receipts for all MURC P-Card transactions must be submitted with the monthly P-Card reconciliation in accordance with P-Card policies and procedures.
3. Obtain required signatures.
4. Submit MURC Travel Settlement Form to MURC.

Section 7.2: Interviewee Travel

Interviewees must follow the same travel reimbursement guidelines associated with individual travel. Hotel, airfare, etc. is allowed via P-Card (charged by sponsoring department) and/or by invoicing MURC via direct bill, providing all required documentation is submitted and current policies and procedures are followed.

Section 7.3: International Travel

International travel follows the same procedure as other individual travel with the following requirements included:

Written approval is always required using the [Travel Authorization/Direct Bill Request Form](#).

Persons traveling in foreign countries should report their expenditures in United States currency. The total expenditures in foreign currency must be converted into United States currency at the rate or rates at which the foreign money was obtained or expended. The rates of conversion and the commissions charged must be shown. Conversion rates can be found at the website: [Oanda.com](#). Conversion documentation must be submitted with the [Travel Settlement Form](#).

International travelers who plan to claim per diem rates are required to consult federal limits before submitting the Travel Authorization/Direct Bill Request Form for approval. Refer to the U.S. Department of State for federal limits.

In all instances, MURC recommends travelers use American airline carriers. Travel paid from federally funded grants/contracts must adhere to the “Fly America Act” which mandates use of an American carrier. Please consult MURC to determine eligibility for reimbursement if traveler will be flying on a foreign carrier.

Section 7.4: Consultant Travel

Consultants have the following options for covering travel expenses:

1. Include all travel expenses in the agreed-upon consultant fee.
2. Seek reimbursement following the outlined procedures for individual travel.
3. Follow special travel terms spelled out in their contract.

P-Card, direct bill and cash advance are not available to non-employees.

Section 8: Personal Travel in Conjunction with Business Travel

When personal travel is combined with business travel, a clear distinction must be made to separate the business travel from the personal travel.

Direct bill and cash advances are not available in most cases.

If personal travel is combined with business travel, direct bill 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 both [Travel Authorization/Direct Bill Request Form](#) and [Travel Settlement Form](#).

Section 9: Cash Advances

Non-employees are not permitted to receive a cash advance for travel.

Employees and students are permitted to request a cash advance for travel approved in accordance with this policy.

Employees and students who receive a cash advance for travel must substantiate their expenses (via [Travel Settlement Form](#)) or return the funds within a reasonable period of time, or be subject to income tax withholding per Internal Revenue Service regulations.

The following circumstances may result in disapproval of a travel cash advance request:

- (1) When the traveler has two (2) or more current outstanding cash advances.
- (2) When the traveler has one (1) past due cash advance settlement.
- (3) When the traveler has any non-settlement of previous cash advances.

Section 10: Transportation

Section 10.1: Air Transportation

Section 10.1.1: Commercial Airlines

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 a higher airfare.

Travelers are expected to make bookings as far in advance as possible to secure the least-expensive airfare.

Refundable or unused airline tickets shall be returned immediately.

Commercial airline tickets may be paid in advance via MURC P-Card or direct bill to MURC.

If a change in the cost of airfare is incurred, the charge is reimbursable only if the traveler is directed by the appropriate vice president, dean, or PI to change her or his travel plans, or if other extenuating circumstances arise and are approved by the appropriate vice president, dean, or PI. 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.

Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flyer 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 tickets, or similar actions, is also prohibited.

Section 10.1.2: Chartered Aircraft Service and Privately Owned Aircraft

Use of charter or privately owned aircraft must be approved in advance by the appropriate vice president, dean and MURC before any arrangements are made.

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

Section 10.2: Ground Transportation

The traveler may use a University-owned vehicle, privately owned vehicle, commercial rental vehicle or rail service for ground transportation when traveling on official MURC business. A receipt should be provided to evidence the rental from the University.

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.

Section 10.2.1: University-Owned Vehicles

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.

Payment for University-owned vehicles will be by direct billing only.

Section 10.2.2: Privately Owned Vehicles

Privately owned vehicles may be used when doing so is less expensive than renting a car or taking a taxi.

Reimbursement will be made in accordance with this manual and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.

Section 10.2.3: Commercial Rental Vehicles

Commercial rental vehicles may be used when traveling on MURC 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 MURC business and for larger vehicles if a group of five (5) or more is traveling together. Reimbursement may also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap. Receipts are required for reimbursement of car rental, mileage charges, fuel costs and fees.

Section 10.2.4: Insurance

Collision damage waivers for rental are reimbursable, and should be purchased when payment is made by direct bill or personal payment. Collision damage waivers should not be purchased when paying with the MURC P-Card, as the P-Card provides collision insurance equal to the waiver offered by the rental company.

Full-coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by the PI and MURC.

Section 10.2.5: Rail Service

Rail service may be used for ground transportation in accordance with the institution's administrative procedures.

Section 10.2.6: Miscellaneous Ground Transportation

Miscellaneous ground transportation may be reimbursed in accordance with this manual.

Section 10.2.7: Operator Regulation

The operator of a vehicle (traveler) 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 are not reimbursable expenses.

Section 11: Lodging

Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime and all applicable taxes and surcharges. Reservations for lodging shall be made according to this manual. Lodging receipts are required for reimbursement.

Lodging may be direct billed or paid via MURC P-Card; however, the traveler must attach a copy of the lodging invoice or receipt to the [Travel Settlement Form](#).

Reimbursement for single occupancy shall be at the least expensive single room rate available.

For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler(s); provided that cross reference is made on the Travel 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.

Reimbursements for multiple occupancy when only one of the travelers is on official business shall be at the least expensive single room rate. In the event that a single room rate is not documented or otherwise determined, reimbursement will be made at eighty percent (80%) of the actual lodging costs.

If a change in lodging is required and a charge incurred, the change is reimbursable if the traveler is directed by the appropriate vice president, dean, or PI to change his/her travel plan, or in other extenuating circumstances as approved by the appropriate vice president, dean, or PI. Charges incurred due to the failure of the traveler to notify the facility will be considered personal expenses of the traveler.

Travelers must make their own lodging reservations directly with a hotel/motel. Travelers should check all available rate products (government, personal, etc.) and select the least expensive rate for their stay.

Section 12: Meals

Meal expense reimbursement 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) (www.gsa.gov/perdiem). Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.

When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the GSA Meals and Incidental Expenses rate (www.gsa.gov/mie).

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

Breakfast: The traveler must begin the trip at least two (2) hours before the traveler's normal work day commences.

Dinner: The traveler must end the trip at least two (2) hours after the traveler's normal work day ends.

Lunch: If traveler qualifies for either breakfast or dinner, he or she may also qualify for lunch, provided the traveler is in travel status during his or her normal lunch period.

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;

Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to the University or MURC for their care, education or placement shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts and a list of attendees are required.

Section 13: Registration and Conference Fees

Fees or charges for attendance at conferences, meetings, seminars and/or workshops, as well as event-related materials, are reimbursable expenses to the traveler. Advance payment of registration fees is permitted if required or if doing so results in a savings to the institution. Advance payment of registration may be paid via MURC P-Card or direct bill.

Receipts are required for reimbursement. The receipt provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipts are acceptable.

Traveler will not receive an allowance or reimbursement for lodging and meals that are included in registration fees.

If a cancellation charge is incurred, the charge is reimbursable (from unrestricted institutional funding) if the traveler is directed by the appropriate vice president, dean, or PI to change his or her travel plans, or if other extenuating circumstances arise and are approved by the appropriate vice president, dean, or PI. 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.

Section 14: Other Expenses

Travelers may incur other business-related expenses for which reimbursement may be made if appropriate. Such expenses and reimbursement may include, but are not limited to:

- Tolls, garage and parking fees, including gratuities
- Business related communication expenses such as:
 - Local calls which may include a surcharge
 - Long distance calls which may include toll charges and surcharges
 - Surcharges for long distance calls when the toll charges are direct billed
 - Cellular telephone charges
 - Facsimiles or telegrams which may include toll charges, surcharges, or delivery charges
- Currency conversion
- Guides, interpreters and visa fees
- Internet charges (but must be justified as grant related)

For 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 by this manual.

The following incidental expenses are allowable and included in the GSA daily Meals & Incidental Expenses (M&IE) rate: fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. Refer to the GSA M&IE breakdown and the GSA Per Diem FAQ.

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 institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance.

Section 15: Forms of Payment for Business Travel

Section 15.1: P-Card

MURC administers a Purchase Card program (P-Card). This card is available to full-time Marshall University and MURC employees, as outlined in the MURC [Purchase Card Policies and Procedures Manual](#). Part-time temporary employees, student assistants, extra help, consultants and others who are not considered “employees” are not eligible for the purchasing card.

The P-Card may be used for expenses related to business travel such as airfare, train, bus fare, lodging, registration, car rental and related fuel, and taxi/shuttle services. Excluded items are meals and personal travel costs.

Cash advances cannot be obtained using the P-Card.

Information regarding P-Card Policies and Procedures Manual can be located at:
<http://www.marshall.edu/murc/wp-content/uploads/2010/06/Purchase-Card-Policies-and-Procedures-Manual.pdf>.

Lost or Stolen Cards: Immediately report lost or stolen purchasing cards to the financial institution at 1-800-316-6056 and the MURC P-Card coordinator at 304- 696-3792.

- The cardholder must notify the financial institution within 24 hours to limit cardholder liability.
- The cardholder must submit a maintenance form to the MURC P-Card coordinator for all lost or stolen cards.

Section 15.2: Direct Bill

Direct bill is available when expressly authorized by this policy. Direct bill may not be available for business travel which is combined with personal travel.

The traveler is responsible for attaching to his or her final [Travel Settlement Form](#) copies of receipts, invoices, documentation, etc. for any direct bill fee.

Section 15.3: Cash Advance

Cash advance may be requested for employee and student travel. See **Section 9** for additional information.

Section 16: Other Provisions

Frequent flyer miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official travel.

Section 17: Exceptions

Exceptions to this manual must be requested in writing prior to traveling and approved by the MURC chief financial officer.

Section 18: Travel Arrangements Procedures

- 1) Complete the [Travel Authorization/Direct Bill Request Form](#) and Banner general encumbrance (refer to Appendix A and Appendix C for specific instructions).
- 2) Airline Reservations
 - a) To pay airline via MURC P-Card - directly contact travel agent or airline. If using an online booking service, attach a copy of online confirmation to the [Travel Authorization/Direct Bill Request Form](#). Select "P-Card" as the PMT Code on the Travel Authorization.

- b) To pay airline via personal credit card – directly contact travel agent or airline. If using an online booking service, attach a copy of online confirmation to the Travel Authorization/Direct Bill Request Form. Select “PE” as the PMT Code on the Travel Authorization. Reimbursement will be made to traveler upon submission of completed and approved [Travel Settlement Form](#).
- c) To direct bill airfare to MURC - call the travel agent directly. Provide the Banner Encumbrance number to the travel agent for billing. The travel agent should provide an itinerary and invoice. Attach a copy of the itinerary and invoice to the Travel Authorization/Direct Bill Request Form. Select “Direct Bill” as the PMT Code on the Travel Authorization/Direct Bill Request Form. Include the travel agent’s Vendor name and Banner Vendor ID number in the “Comments” section.
- d) MURC recommends travelers use American carriers (U.S. Flag). Airfare paid from federally funded grants/contracts must adhere to the “Fly America Act” which requires the use of American carriers. Please consult MURC to determine eligibility for reimbursement if traveler will be flying on a foreign carrier.
- e) A copy of the airline reservation information shall be submitted to MURC as supporting documentation with the Travel Authorization/Direct Bill Request Form.

3) Lodging

- a) Travelers may use their MURC P-Card to pay for hotel room plus applicable taxes and fees, in accordance with the MURC P-Card Policies and Procedures. Incidental hotel charges (for example, local or long-distance phone calls, room service, entertainment, etc.) are NOT allowable charges to the MURC P-Card. Traveler must provide the hotel with his/her personal credit card information for incidental charges. Incidental charges that are allowable travel expenditures can be reimbursed to the traveler in accordance with this manual.
- b) To prepay lodging, select “Direct Bill” as the PMT Code on the [Travel Authorization/Direct Bill Request Form](#). Provide the Vendor name and Banner Vendor ID number in the “Comments” section. Attach documentation from the hotel, including the payment address, room rate including taxes or the room rate plus the tax rate.
- c) Travelers can pay lodging with a personal credit card. Traveler will be reimbursed after the trip upon submission of the MURC [Travel Settlement Form](#) with attached documentation that details the room charges and proof of payment.
- d) A copy of the lodging information shall be submitted to MURC as supporting documentation with the Travel Authorization/Direct Bill Request Form.

4) Registration Fees

- a) Travelers may use their MURC P-Card to pay registration, in accordance with the MURC P-Card Policies and Procedures.

- b) Traveler may pay registration with a personal credit card. Traveler will be reimbursed after the trip upon submission of the MURC [Travel Settlement Form](#) with attached documentation that shows proof of payment and amount.
- c) To prepay registration as a direct bill, select “Direct Bill” as the PMT Code on the [Travel Authorization/Direct Bill Request Form](#). Provide the Vendor name and Banner Vendor ID number in the “Comments” section. Attach completed registration form, which must include the payment address and registration fee to be paid.
- d) Registration fee may be included in cash advance amount, if the traveler will be paying at the conference/event. An original paid receipt must be attached to the [MURC Travel Settlement Form](#) as proof of expenditure.
- e) A copy of the registration form and program shall be submitted to MURC as supporting documentation with the [Travel Authorization/Direct Bill Request Form](#).

5) Rental Car

- a) Prepayment is not an option for rental cars because of hidden expenses.
- b) Travelers are encouraged to obtain a rental car under state contract. The traveler may rent vehicles from any other rental firm if rates are lower than the state contract rates and/or if the vehicles are more promptly available. (Contact MU Purchasing for a list of current state contracts.)
- c) A copy of rental car registration information shall be submitted to MURC as supporting documentation with the [Travel Authorization/Direct Bill Request Form](#).

6) Privately Owned Vehicles/Courtesy Vehicles

- a) Travelers are expected to do a cost-comparison for private vehicle travel versus rental vehicle to determine the least expensive means of travel. MURC encourages business travelers to use privately owned vehicles only when they represent the least expensive means of travel available.
- b) Reimbursement for privately owned vehicles must be for actual, business-use mileage only. “Mapquest.com” may be used to verify mileage claim and excessive mileage may require additional justification from the traveler.

Appendix A: MURC Travel Authorization/Direct Bill Request Form Instructions

[MURC Travel Authorization/Direct Bill Request Form](http://www.marshall.edu/murc/files/2010/11/Travel-Authorization-Direct-Bill-Request-Form.xls) link address:

<http://www.marshall.edu/murc/files/2010/11/Travel-Authorization-Direct-Bill-Request-Form.xls>

General Instructions:

1. All heading fields must be completed.
2. Purpose of Travel section should include relevance of travel to the project when travel is to be paid from externally funded grant.
3. Estimated Expenses:
 - a. Estimate all known/planned travel expenses and give a brief description
 - b. Indicate how the expenses will be paid in the PMT Code section:
 - i. Direct Bill – These are expenditures that will be directly billed to and paid by MURC. For example, if the registration must be pre-paid and the vendor will not accept a P-Card.
 - For direct bill expenses, the traveler must provide supporting documentation that includes the vendor name, payment address and payment amount.
 - The Vendor name and Banner Vendor ID number must be included in the “Comments” section for direct bill expenses.
 - ii. P-Card – These are expenditures that will be paid using a MURC Purchase Card.
 - Refer to the MURC [Purchase Card Policy and Procedures Manual](#) for specific guidance on allowable P-Card expenses.
 - Original paid receipts for P-Card transactions must be submitted with the monthly P-Card reconciliation.
 - Copies of P-Card receipts must be attached to the [Travel Settlement Form](#). Copies must be clearly marked – “P-CARD RECEIPT COPY.”
 - iii. PE – These are expenditures that will be paid with the traveler’s personal funds and reimbursed after-the-fact, upon receipt of the Travel Settlement Form.

- Refer to the Chart of Reimbursable Expenses (Appendix E) for allowable travel expenditures.
 - When required, receipts for personal expenses must be attached to the Travel Settlement Form.
 - Receipts must be original to obtain reimbursement.
- iv. Advance – The traveler may request a cash advance when the expenses not paid by P-Card or direct bill total \$250 or more.
- When a cash advance is requested, the [Travel Authorization/Direct Bill Request Form](#) must be received by MURC at least thirty (30) days in advance of the first day of travel.
 - Cash advance checks are not released more than ten (10) business days in advance of the first day of travel.
 - Cash advances may not be available if personal travel is combined with business travel.
 - Complete “Cash Advance” section of the form.
 - Cash advance checks will not be mailed. The traveler (or authorized representative) must pick up the cash advance check in person at MURC. MURC will notify the traveler when the check is available for pick-up.
 - Refer to the Section 9 for allowability and repayment criteria.
- c. Attach supporting documentation to form, including:
- Conference announcement with agenda and registration costs
 - Airline reservation information
 - Lodging/hotel information
 - Vehicle rental / reservation information

Appendix B: MURC Travel Settlement Form Instructions

[MURC Travel Settlement Form](#) link address:

<http://www.marshall.edu/murc/files/2010/11/Travel-Settlement-Form.xls>

1. Travel approved on MURC [Travel Authorization/Direct Bill Request Form](#)
 - a. When completing the [Travel Settlement Form](#), enter the same encumbrance number as the Travel Authorization/Direct Bill Request Form.

2. Travel that does not require Travel Authorization/Direct Bill Request Form
 - a. Single-day trips within the state of West Virginia
 - i. Traveler is responsible for obtaining PI approval for all travel and for ensuring allowability and the availability of funds.
 - ii. A [Travel Settlement Form](#) must be submitted to MURC within ten (10) business days of the travel date. Late reimbursement requests require reasonable written justification.
 - iii. Enter a new Banner general encumbrance for each Travel Settlement Form for single-day trips.
 - iv. Complete the Travel Settlement Form and reference the Banner encumbrance number.
 - b. Trips of a repetitive nature
 - i. Traveler is responsible for obtaining PI approval for all travel and ensuring allowability and the availability of funds.
 - ii. Enter a new Banner general encumbrance for each [Travel Settlement Form](#) for trips of a repetitive nature.
 - iii. A Travel Settlement Form should be submitted monthly for trips of repetitive nature.
 - iv. A Travel Settlement Form must be submitted to MURC by the 15th day of the month following the last date of travel. The last day of travel is identified as the last date listed on the Travel Settlement Form.

3. [Travel Settlement Form](#) - General Instructions:
 - a. All heading fields must be completed.
 - b. Encumbrance number must be the same encumbrance number provided on the Travel Authorization/Direct Bill Request Form.
 - c. Enter a new Banner general encumbrance for each Travel Settlement Form for same-day travel or repetitive trips.
4. Detail travel expenses by date.
 - a. Enter all expenses, regardless of payment method: personal expenses, P-Card and direct bill.
 - b. Use a separate line to detail expenses for each day of travel.
 - c. Lump all "Other" expenses together for each day.
5. *Other Expenses
 - a. Detail other expenses in the "**OTHER EXPENSES**" section of the form.
 - b. Total Other Expenses must equal "Other Expenses" column.
6. Less Direct Billed Expenses
 - a. List prepaid expenses in this section, including direct bill and P-Card.
 - b. Enter cash advance amount received (if applicable).
7. Encumbrance Information
 - a. Enter any travel-related payments made on a separate encumbrance.

Appendix C: Banner General Encumbrance Instructions - Travel Procedure

Travel-specific instructions for Banner general encumbrance (form FGAENCB): Section C.1

– Header screen:

Description: “Travel – [name] – [departure date]” Vendor:

Leave blank – do not enter vendor number

Section C.2 – Document text must include:

Line 1 – “Department contact [name], [phone #]”

Line 2 – “Traveler: [traveler’s name]”

Line 3 – “Travel From [city/state] / To [city/state]”

Line 4* – “Departure [Date] / Return [Date]”

Line 5 – Brief description/justification for trip

If travel settlement is for multiple trips, document text must include the first and last dates of travel in place of Departure / Return dates. In this instance, document text should state, “Multiple trips from xx/xx/xxxx to xx/xx/xxx.”

Appendix D: MURC Travel Chart of Accounts

| Account | Description | Expense Description |
|--------------|-------------------------------|--|
| 70261 | In-State Travel | Payments for authorized in-state travel expenses (i.e., airfare, auto rental and fuel, registration fees, mileage, food and lodging, taxi fees and transfers – other associated expenses |
| 70262 | Out-of-State Travel | Payments for authorized out-of-state travel expenses (i.e., airfare, auto rental and fuel, registration fees, mileage, food and lodging, taxi fees and transfers – other associated expenses |
| 70263 | Off Campus Instruction Travel | |
| 70264 | Student Travel | |
| 70265 | International Travel | Payments for authorized international travel expenses; refer to MURC Travel Policy and Procedure Manual for specific instructions and required approval. |
| 70266 | Consultant Travel | For non-employee (consultant, mentor, outside speakers, etc.) when travel expense billed separately for reimbursement and not included in fee for service |
| 70267 | Scouting Travel | |
| 70268 | Team Travel | |
| 70269 | Recruitment Travel | |
| 7026A | RTI Contractual Travel | RTI use only |
| 7026B | Registration Fees | Payments for registration expenses associated with authorized MURC travel |
| 70290 | Vehicle Rental | Payments for rental vehicles |

Appendix E: MURC Chart of Reimbursable Expenses

| Travel Item | Reimbursable Amount | Receipt Required | Section | Comments |
|---|---|-------------------------|----------------|---|
| Air, Commercial Airlines | Actual Expense | Y | 10.1.1. | Least expensive fare using most logical and direct route |
| Air, Charter Aircraft | Actual Expense | Direct Bill Only | 10.1.2. | Must be approved in advance by Vice President, Dean and MURC |
| Baggage Storage | Included in M&IE rate | N | 14 | Included in Incidental Expenses of M&IE rate (www.gsa.gov/perdiem) |
| Baggage Handling | Included in M&IE rate | N | 14 | Included in Incidental Expenses of M&IE rate (www.gsa.gov/perdiem) |
| Bus, City | Actual Expense | N (if <\$75) | 10.2.6. | Least expensive fare using most logical and direct route |
| Bus, Intercity | Actual Expense | N (if<\$75) | 10.2.6. | Least expensive fare using most logical and direct route |
| Currency conversion | Actual Expense | N (if<\$75) | 7.3 | Exchange rate must be provided in writing |
| Fuel (for rental vehicle) | Actual Expense | Y | 10.2.3. | |
| Gratuity, Maid Service | Included in M&IE rate | N | 14 | Included in Incidental Expenses of M&IE rate (www.gsa.gov/perdiem) |
| Lodging, Multiple Occupancy with on-conference attendees | Single room rate including tax OR 80% of double room rate | Y | 11 | If claiming single room rate rather than 80%, written documentation must be provided |
| Lodging, Multiple Occupancy by MURC employees on business mission | Actual daily rate including tax | Y | 11 | It is recommended that each traveler request an individual bill and seek reimbursement |
| Lodging, Single Occupancy | Actual daily rate including tax | Y | 11 | |

| Travel Item | Reimbursable Amount | Receipt Required | Section | Comments |
|---|--|-------------------------------|----------------|---|
| Meals and incidentals, Overnight stay | Actual costs up to the Authorized Daily Rate (ADR) established by the General Service Administration (GSA) depending on departure and return times | N (unless on guardian travel) | 12 & 14 | See www.gsa.gov/perdiem for Allowable Daily Rates |
| Meals and Incidentals included in other charges such as registration fees | Meal allowance per day is reduced if meals are included in other expenses per the breakdown specified in MURC policy | N (unless on guardian travel) | 12 | See www.gsa.gov/perdiem for Allowable Daily Rates |
| Meals and Incidentals, without overnight stay and returning 2 or more hours after the normal work day | Actual costs for dinner up to the ADR, actual cost for lunch if traveler in travel status at lunch time | N (unless on guardian travel) | 12 | See www.gsa.gov/perdiem for Allowable Daily Rates |
| Meals and Incidentals, without overnight stay and leaving 2 or more hours before the normal work day | Actual costs for breakfast up to the ADR, actual cost for lunch if traveler in travel status at lunch time | N (unless on guardian travel) | 12 | See www.gsa.gov/perdiem for Allowable Daily Rates |
| Parking, Garage or Meter | Actual Expense | N (if<\$75) | 14 | |
| Public Transit | Actual Expense | N (if<\$75) | 10.2.6. | |
| Registration Fees | Actual Costs | Y | 13 | Individual using the MURC Purchasing Card or other form of direct bill payment of registration fees must submit a copy of the receipt with the Direct Bill Authorization Form |
| Taxi | Actual Cost if not used to travel between hotel with restaurant and eating establishment | N (if <\$75) | 10.2.6 | |

| Travel Item | Reimbursable Amount | Receipt Required | Section | Comments |
|--|--|-------------------------|----------------|---|
| Telephone Calls, Business Related | Actual Cost | N (if<\$75) | 14 | |
| Telephone Calls, Personal | Actual cost up to \$3.00 | N | 14 | 1 personal call per day on overnight stays; 1 personal call on one day trips if plans are changed. |
| Tolls, Road and Bridge | Actual cost | N (if<\$75) | 14 | |
| Vehicles, Rental (More than 3 but less than 5 occupants) | Actual costs-daily rate for full-size car, fuel and mileage charges | Y | 10.2.3. | Questions regarding current rental car contracts should be directed to University Purchasing Office |
| Vehicles, Rental (3 or fewer occupants) | Actual costs-daily rate for mid-size or small car fuel and mileage charges | Y | 10.2.3. | Use of MURC P-Card will provide collision coverage |
| Vehicles, Privately owned | \$0.50 per business mile | N | 10.2.2. | Effective 07/01/08 |
| Vehicles, University owned | Actual Expense | Direct Bill Only | 10.2.1. | Make arrangements with university parking and transportation office |