



PIERPONT

COMMUNITY & TECHNICAL COLLEGE™

EMPLOYEE TRAVEL GUIDE

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SECTION I: TRAVEL MANUAL STATEMENT

This guide provides the rules and guidelines to follow when traveling on official institutional business. The Institution may permit Governing Board members, members-elect, employees, students and certain candidates for employment to travel on College business and receive reimbursement for lodging, meals, transportation, and other travel related expenses.

The State of West Virginia Travel Expense Account Settlement form is to be used as the method to record financial obligations for official institutional trips. The form is located on the Pierpont Forms Repository at the below address.

<https://www.pierpont.edu/faculty-staff/pierpont-administration/forms-repository#BO>

SECTION II: RESPONSIBILITIES OF TRAVELERS

An employee traveling on official institutional business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official institutional business are prohibited. The State has authorized the use of purchase cards for employees during travel on official state business. These cards are distributed at the discretion of the institution. Employees will be responsible for unauthorized or prohibited costs for which the purchase card was used and any additional expenses incurred for personal preference or convenience.

Employees are responsible for the timely and accurate submission of expense reports. By submitting/approving an expense report, the employee is certifying that all expenses included in the report were for legitimate business purposes, are accurate, and have not been previously reimbursed. If an employee submits a report on another employee's behalf, the employee for whom the settlement form is being submitted must review the report and ensure its accuracy prior to the forms submission.

SECTION III: TRAVEL AUTHORIZATION

Travel may only be authorized for official Institutional business. Sufficient and appropriate financial resources must exist to pay for the planned travel expenses. The Travel Authorization Request (TAR) form is required for individual or group travel estimated to exceed a total of \$250. Travel \$250 or less does not require the official TAR form, but must still be approved by the traveler's supervisor beforehand.

Office of Admission's Recruiters when traveling for RECRUITING purposes ARE NOT required to obtain an approved Travel Authorization Form for recruiting travel. However, the Office of Admission's Recruiters when traveling for NON-RECRUITING activities ARE required to obtain an approved Travel Authorization Form when the travel is estimated to exceed \$250.

If the travel is GRANT funded, the traveler must follow any grant regulations regarding travel authorization requirements. The Travel Authorization Request form and the Instructions are located on the Pierpont Forms Repository at the below address.

SECTION IV: METHODS OF PAYMENT

Procurement Card (PCard)

PCard is the preferred payment method for all travel and expenses with the exception of individual traveler's meal expenses and fuel for personal vehicles. Receipts are required for all PCard expenditures. Please follow all rules and guidelines regarding the use of the PCard.

Direct Billing

Direct Billing is when a vendor has agreed to bill the institution for the Traveler's expenses. All direct billed expenses related to trip must be noted on the expense report, using the notes/comments section. Copies of the direct bills receipts must be submitted with the travel expense account settlement report.

Self-Pay

Self-Pay is when the travelers pays all eligible travel expenses personally and then requests reimbursement through the travel expense account settlement report.

SECTION V: AIR TRAVEL

Airfare is to be purchased at the lowest available commercial economy fare that meets the business purpose of the trip. When multiple coach fares exist, the lowest available commercial economy fare must be selected.

An original passenger receipt is required. On-line e –tickets addressed to the traveler are considered an original receipt. The Institution covers the cost of coach class tickets. Any upgrades, enhancements, or additional travel insurance are personal expenditures and will not be paid for by the institution. First Class air travel is not an allowable expense. Advanced purchase discount tickets should be purchased whenever possible and every effort must be made to obtain the lowest fare possible.

General guidelines to be followed for air travel:

- Book as far in advance as possible.
- Select your travel by the lowest available fare.
- Personal rewards programs may be used to upgrade class of service; however, the Institution will not reimburse for upgrades.
- Purchasing upper class tickets for the purpose of upgrading is prohibited.
- Change fees due to the traveler's negligence are unallowable.
- When parking while on air travel utilize the lowest costs parking available.

One option for booking airline tickets is with National Travel at 304-598-0160 or email concierge@nationaltravel.com with trip details.

SECTION VI: GROUND TRANSPORTATION

Rental Car

When driving from Fairmont, the preferred and most cost effective method in most instances is to rent a vehicle from Enterprise Rental Car. Please reference Pierpont's Enterprise account # XZ68011 when making reservations on institutional travel.

Enterprise Car Rental www.enterprise.com/

Please use the Travel Mileage Calculator located on the Pierpont Forms Repository at the below address to determine whether renting or driving your own vehicle is less expensive. Whenever possible utilize the less expensive option. Vehicles mid-size or smaller can be reserved. Any other vehicle type rented will need a written justification on the receipt. Please return vehicles with the same amount of fuel as when picked up.

<https://www.pierpont.edu/faculty-staff/pierpont-administration/forms-repository#BO>

Driving Personal Vehicle

When completing the Travel Expense Account Settlement form indicate miles traveled to arrive at your destination on the departure date. Indicate miles traveled to return from your trip on the return date. When using your own vehicle please keep track of miles traveled. A Monthly Travel Log is located on the forms repository for convenience. The reimbursement amount is calculated by multiplying the current Institutional mileage reimbursement rate by miles driven. There is no reimbursed for gasoline expense when using a personal vehicle, as that cost is built in to the mileage reimbursement rate. No other costs related to operating your personal vehicle will be reimbursed. All mileage reimbursement submissions must contain CITY/ST for start and end location. When the mileage is within the same city, the exact address must be provided.

SECTION VII: HOTEL ACCOMMODATIONS

When traveling to a conference in which lodging is available utilize conference available lodging. If not attending a conference and need lodging or if conference lodging is not available, please refer to the General Services Administration ("GSA") lodging rates <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> to ascertain approved lodging rates for the location of the stay. Any lodging cost in excess of 20% above the GSA rate requires a written justification. Unless lodging is included as a part of a conference package, lodging can only be used if the location of the stay is 50 miles or greater from the traveler's primary employment location. The use of lodging when the stay is less than 50 miles from the traveler's primary employment location is not allowed without a written justification. The Lodging Justification Form is located on the Pierpont Forms Repository at the below address:

<https://www.pierpont.edu/faculty-staff/pierpont-administration/forms-repository#BO>

When making hotel reservations Employees are expected to use good financial judgment when selecting hotels. "No Show" fees and hotel room cancellations fees are the responsibility of the traveler. The following expenses/fees are not permitted to be paid with institutional funds:

- Personal phone charges
- Health club facility fees
- Laundry fees
- Additional charges for multiple occupancy (unless all occupants are traveling on behalf of the institution)
- Room service/entertainment expenses

SECTION VIII: MEAL AND INCIDENTAL EXPENSE REIMBURSEMENT

Meals and incidental expenses (“M&IE”) while on business travel will be reimbursed to the traveler. This reimbursement rate is based on the travel destination and is not to exceed the rate established by the General Services Administration (“GSA”). A flat rate is calculated into each meal per diem to cover incidental expenses. When meals are provided for a traveler as part of a conference registration fee, regardless of whether the traveler partook of the meal, the per diem rate must be reduced by the GSA amount allotted for that particular meal. All meal expenses should be reimbursed based on the Meal Calculator Guidelines provided by the GSA. This guide applies to domestic and international travel. Specifically excluded are alcoholic beverages and entertainment expenses. Receipts are not required for meal reimbursement. If a traveler chooses to claim meal reimbursement above the GSA rate, the amount above the GSA rate is taxable income and is required to be reported as such by the institution before the requested travel reimbursement will be paid.

<https://www.gsa.gov/travel/plan-book/per-diem-rates/>

Per Diem Example Based on GSA Standard

For overnight stay in Charleston, WV

Breakfast = \$13.00

Lunch = \$15.00

Dinner = \$23.00

Incidental Expenses = \$5.00

Total for stay = \$56.00

SECTION IX: GUARDIAN (STUDENT) TRAVEL

The designated lead chaperone shall have overall responsibility for the group and shall:

- Ensure he/she has the office, cell, and home phone numbers of the appropriate Institutional contacts
- Ensure that students and chaperones travel together (i.e., on the same flight or in the same vehicle(s)) stay at the same hotel. In the event that participants in the trip must travel by separate means (e.g., more than one vehicle or flight), the number of chaperones traveling by each transportation means shall be proportional to the overall ratio of chaperones to students. Exceptions shall be requested and must be approved by the responsible Vice President prior to travel.
- Provide a travel itinerary (including all offsite activities) to the students and responsible Vice President. The itinerary shall include the name, address, and phone number of the hotel, times of departure and expected return, and flight information, if applicable.

- Remain at the conference or other travel site from the student group's arrival through its departure and ensure that all other travel chaperones remain at travel event.
- Provide students with the chaperone's expectations regarding curfew and travel behavior, in writing, prior to the travel.
- On all student travel, chaperones shall abide by the following requirements.
 - Be familiar with the college's Conduct Guidelines as published in the Student Handbook. This policy and its procedures will be reviewed with the participating students prior to traveling.

SECTION X: REGISTRATION FEES

Payments can be made for registration fees or charges to attend conferences, meetings, seminars and/or workshops for official Institutional business.

- Allowable Expenses Include:
 - Registration fees that include lodging and/or meals.
 - Registration fees direct billed to the institution when PCard is not accepted.
 - Advance payment for registration fees.
 - Cancellation fee is allowable if the traveler is required to change travel plans for business reasons or other extenuating circumstances

Unallowable Expenses Include:

- Cancellation fee due to the failure of the traveler or the traveler's representative to notify the event sponsor in a timely manner.
- Additional allowance or reimbursement for lodging or meals that are included in registration fees.

SECTION XI: BUSINESS AND PERSONAL TRAVEL EXPENSES

Care should be taken to insure personal expenses are kept separate from the reimbursable or allowable business expenses of a trip. The Institution will not reimburse any personal expenses incurred. Any additional costs incurred due to stopovers or route modifications made for the convenience of the traveler will be the traveler's responsibility. Travel expenses are considered business expenses and are therefore allowable for the following days:

- One day prior to the start of the Institutional business.
- All day's Institutional business is being conducted.
- One day following the conclusion of Institutional business.
- Any additional days will require approved justification or will be considered personal.

SECTION XII: MISCELLANEOUS

Reimbursable expenses that may be claimed are:

- Registration fees
- Parking
- Internet
- Tolls, Taxi, Car services and Uber/Lyft charges for ground transportation to/from airport
- Gas for rental vehicles
- Tips (not to exceed 15% of bill)

Miscellaneous Non-Reimbursable Items

- Alcohol
- Membership dues
- Sightseeing tours and entrance fees
- Hotel movie rentals
- Room service
- Traffic or Parking violations in a rental vehicle or personal vehicle

SECTION XIII: TRAVEL SETTLEMENT FORM

Travel Reimbursements are to be submitted within 15 days to the State Auditor's Office following the end of travel. Requests should not be held and submitted. To meet the State Auditor's Office travel reimbursement submission requirement, travel reimbursements will need to be submitted to the Procurement Office within 10 days following the end of travel. This allows for processing time to the State. Traveler name and address on the Travel Expense Account Settlement form MUST match the travelers name and address as it appears in wvOASIS, pulled from the payroll file.

Expenses must be submitted in the name of the traveler ONLY. This means that hotel folios need to be in the name of the person who stayed in the room, and not in the name of the individual who paid for it on their PCard. List the date/time depart for your trip, the dates you were gone and the date/time you returned. Please do not omit dates or duplicate dates. Listing times on the dates in between departure and return dates are NOT necessary. Show each days expenses on the date they occurred.

The main part of the form should only show expenses (dollar amounts) the traveler paid for and requests reimbursement. All other expenses should be entered in the box "EXPENSES PAID BY OTHER SOUCES/ADVANCES" and noted using the appropriate code (ex. PC, DB). Please see payment codes on the form next to traveler's signature.

Reflect the total of miscellaneous expense incurred per day in the body of the Travel Settlement form by day the expense occurred.

Example:

On 8/5/18 in the "Other" column \$30.00 is entered.
This needs itemized in the "OTHER EXPENSES" box on the Travel Settlement form.
8/5/18 Parking \$ 5.00
8/5/18 Baggage \$25.00

The bottom part of the Travel Settlement form has category headings where your Agency Accounting Information goes. Only provide funding to support the dollar amount that is being reimbursed to the Traveler. If the amount to be reimbursed includes expenses such as car rental (79H132) and fuel (79H150) then you will need to assign the correct object code to the expense when assigning budget numbers to the Travel Settlement form.