

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 14
TITLE: TRAVEL

Effective Date: November 9, 2006

Amended:

Repealed:

SECTION 1: SCOPE

This policy governs in-state, out-of-state and international travel hereinafter referred to as “travel” for all individuals traveling on behalf of or at the request of Pierpont Community & Technical College including faculty, staff, students and those interviewing for positions with Pierpont 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 the Pierpont travel regulations.

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 Pierpont Board of Governors to the President. The President delegates authority to manage, approve or disapprove travel and travel related expenses to the department chairperson or the individual fiscally responsible for the organization unit requesting the travel.
- 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 responsibility to audit a traveler’s expense account settlement lies with the Procurement Office. Approval of a traveler’s expense account settlement by the Procurement 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 Procurement Office within 3 to 5 business days from the last day of travel.
- 2.4 The responsibility for interpreting this policy resides with the Fairmont State Procurement Office. Requests for interpretation of this policy should be addressed to the Procurement Office prior to finalizing travel plans.
- 2.5 Contracts with travel agencies and/or car rental agencies are managed by the Procurement Office and questions related to that contract or exceptions to that contract should be addressed to the Procurement Office.
- 2.6 Any expense account settlement submitted six (6) months after the last date of travel will require approval of the organization manager as well as the appropriate vice president.

SECTION 3: TRAVEL REGULATIONS

3.1: Employees

- 3.1.1 Approval to travel shall be secured in advance by the employee. Under no circumstances should an employee travel without the proper approval of the appropriate Vice President, Dean, or Director.
- 3.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to the Procurement Office 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.

3.2 Board Members

- 3.2.1 This policy shall govern reimbursement of travel expenses to Board members when legislation requires such members to follow Pierpont or “Governor’s” travel regulations.

3.3 Consultants or Other Contractors

- 3.3.1 Those individuals or companies hired by Pierpont 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. Receipts are required.

3.4 Students

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

3.5 Interviewees/Candidates for Pierpont Community & Technical College Employment

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

SECTION 4: TRANSPORTATION

4.1 Air Transportation

4.1.1 Commercial Airlines

- 4.1.1.1 Allowable reimbursement for commercial airline travel reimbursement 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.

- 4.1.1.2 Travelers are no longer required to make advance bookings through a contracted travel service provider. Traveler's should check all available rates and select the least expensive rate. **Travelers should use their state corporate credit card or the State of West Virginia Purchase Card as preferred forms of payment when possible.**
- 4.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger receipt" or certified copy of the commercial airline ticket. Commercial airline tickets may be purchased and reimbursed up to 180 days (6 months) prior to departure. The State of West Virginia Expense Account Settlement/Summary form should be submitted for the airfare cost only. On the final Expense Account Settlement/Summary form, a copy of the previously reimbursed ticket must be attached, and noted. Refundable or unused airline tickets shall be returned immediately.
- 4.1.1.4 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change his/her travel plans, or if extenuating circumstances arise. A receipt with the change in cost shall be provided for reimbursement. Increased charges incurred due to the traveler's negligence will be considered a personal expense.
- 4.1.1.5 Deliberately causing increased costs or delays for the purpose of obtaining 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.
- 4.1.1.6 If a change in the cost of airfare is incurred as a result of personal travel that extends the trip or changes the most direct travel route, the additional cost is considered a personal expense and must be paid by personal means.

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

- 4.1.2.1 For use of an aircraft owned and managed by the Department of Administration and other agencies the traveler shall follow the rules of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.

4.1.3 Charter Aircraft

- 4.1.3.1 If authorized by the President or designee(s), 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, and must follow guidelines for any direct billed expenses, such as approval by the department chair and submission to the Procurement Office on a travel authorization form.

4.2 Ground Transportation

- 4.2.1 A commercial rental vehicle is the preferred method for ground transportation. If a commercial rental vehicle is not available, travelers may use a state owned vehicle (if

available), privately owned vehicle, or rail service for ground transportation, when traveling on official business for Pierpont.

- 4.2.2 The operator of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines/penalties resulting from citations, charges, or warrants attributable to the operator's negligence. Such fine/penalties are not reimbursable.
- 4.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport.
- 4.2.4 Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

4.2.5 Commercial Rental Vehicles

- 4.2.5.1 A commercial Rental vehicle is the preferred method of ground transportation for one and two day trips. **Please contact the Procurement Office for details regarding any contracts that may currently be in effect and the requirements for use.**
- 4.2.5.2 Reimbursement will be made at actual cost for the daily rental fee of 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 people are traveling together on institutional business and for larger vehicles if a group of five 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 or if the type and/or amount of supplies or equipment to be transported necessitates a larger vehicle.
- 4.2.5.3 Original receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts are required. Travelers are encouraged to return rental cars with a full tank of fuel to avoid high refueling costs charged by rental agencies.
- 4.2.5.4 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 or the State of West Virginia Purchase Card. Both cards provide collision damage coverage at no cost for rentals up to 31 days. Collision damage insurance for rentals of more than seven (7) days is not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals of 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.

4.2.6 State Owned Vehicles

4.2.6.1 State owned vehicles may be used if available and with approval of the head of the unit to which the vehicle is assigned.

4.2.7 Privately Owned Vehicles/Courtesy Vehicles

4.2.7.1 Privately owned and courtesy vehicles may be used when traveling on Pierpont business.

4.2.7.2 The mileage reimbursement rate will be set by the President of the College in consultation with the Vice President for Fiscal Administration and Fiscal Affairs. The rate may be adjusted as needed.

4.2.7.3 Reimbursement is for business travel only, 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.

4.2.8 Rail Service

4.2.8.1 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.

4.2.8.2 Original receipts/documentation is required for reimbursement

4.2.9 Miscellaneous Ground Transportation

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

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

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.

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 institutional 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 charge is required and a charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or in other extenuating circumstances, as approved by the immediate supervisor of the traveler. Charges incurred due to the failure of the traveler or the traveler's representative to notify the facility will be considered the personal expense of the traveler.
- 5.1.6 Travelers can 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. Reservations for lodging shall be made according to the institution's policies and procedures.

5.2 Receipts

- 5.2.1 Original receipts are required for lodging reimbursement. The hotel/motel statement, invoice, or folio shall be the official document utilized for reimbursement to the traveler.

5.3 Lodging Payment Options

- 5.3.1 Individual employees **are expected to pay lodging expenses with a State of WV Purchasing card.** Exceptions to this policy may be granted with a written justification and a travel authorization form being completed and sent to the Procurement Office. Attach a copy of the approval, along with the lodging invoice or other proof of lodging to the traveler's final expense account settlement.
- 5.3.2 Lodging may be direct billed for candidate travel being reimbursed with Pierpont funds. The candidate (traveler) must attach a copy of the lodging invoice or other proof of lodging to the expense account settlement.
- 5.3.3 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, but not to exceed the maximum daily rate. The maximum daily rate will be set by the President of the College in consultation with the Vice President for Fiscal Administration and Fiscal Affairs. The rate may be adjusted as needed. Specifically excluded are alcoholic beverages and entertainment expense. 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 Meal expense reimbursement is allowable for overnight travel only. The meal expense reimbursement for the day of departure and return are determined as follows:
 - 6.1.2.1 Breakfast: In order to claim breakfast the traveler must begin the trip at least two (2) hours before the traveler's normal workday commences.
 - 6.1.2.2 Dinner: In order to claim dinner, the trip must end at least two (2) hours after the traveler's normal workday ends.
 - 6.1.2.3 Any traveler who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during his or her normal lunch period.
- 6.1.3 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 by an appropriate amount. For the purpose of determining the amount of deductions for meal on a uniform basis, allowances for meal expenses shall be deducted accordingly:
 - Breakfast. 20% of the maximum daily rate
 - Lunch 20% of the maximum daily rate
 - Dinner 60% of the maximum daily rate
- 6.1.4 Meal expenses for single day travel are **not reimbursable**. Single day travel is travel without an overnight stay. Travel without an overnight stay will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to student group travel, also known as Guardian Travel.

6.2 Receipts

- 6.2.1 Receipts are not required for meal reimbursement except for Guardian Travel.
- 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.

6.3 Direct Billing

- 6.3.1 Individual meals cannot be direct billed.
- 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 FEES

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 a State of WV Purchasing Card whenever possible. For those individuals using the State of West Virginia Purchase Card for registration fees, a **copy** of the VISA charge receipt must be attached to the Travel Expense Account Settlement/Summary Form that is submitted to the Procurement Office. The original receipt must be kept with the purchase card monthly reconciliation.
- 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 his or her 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.
- 7.1.4 The traveler will not receive an allowance or reimbursement for lodging or food that is included in the registration fee. Association dues that appear on the registration form are not a reimbursable expense. (Association dues must be approved and an invoice processed through the Procurement Office.)

7.2 Receipts

- 7.2.1 Paid receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. The receipt must be an original and must indicate the conference dates. Travelers are reminded to adjust meal reimbursement requests for meals included with the registration fee.

7.3 Direct Billing

- 7.3.1 Registration fees can be direct billed to Pierpont, if the sponsor does not accept the State of WV Purchasing Card or the direct billing requires the event sponsor to: 1) accept a Fairmont State purchase order, and 2) submit an invoice to the Procurement Office for payment. A Travel Authorization form must be completed and submitted to the Procurement Office. A copy of the registration receipt or proof of attendance must be attached to the traveler's final Expense Account Settlement/Summary form.
- 7.3.2 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. Such expenses and reimbursements 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 facilities that have porter services (i.e., “bell person”) services rather than a facility where the traveler is expected to carry his or her own luggage.
 - b. Baggage storage between appointments, and between hotel 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; (3) surcharges for long distance calls when the toll charges are direct billed; (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 the actual cost, not to exceed \$3.00 per day, 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, but are not limited to, 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. Exceptions may be approved by the Vice President for Administrative and Fiscal Affairs.
- 8.1.3 Persons traveling in foreign countries shall 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 individual expenses which exceed the Internal Revenue Service limits.

8.3 Direct Billing

8.3.1 Direct billing for other expenses is not an option.

SECTION 9: FORM OF PAYMENT FOR BUSINESS TRAVEL

9.1 State Purchasing Card

9.1.1 The State of WV purchasing card may be used as a purchasing and payment method as provided in applicable provisions of West Virginia Code §12-3-1 et seq., and as follows:

9.1.2 Employee travel expenses when the travel is required by the employee's job and is for official business of the institution. Expenses that may be paid using the purchasing card are as follows and are limited to \$5,000 per transaction or the card limit whichever is less:

9.1.2.1 Transportation: Commercial air fare, chartered aircraft service, rail service, commercial rental vehicles, and miscellaneous ground transportation and fees such as shuttle service, taxi service and parking.

9.1.2.2 Lodging: Room accommodations, parking and internet access only. Any extra charges will be the employee's responsibility to pay.

9.1.2.3 Fuel: Travel related fuel may **NOT** be paid using the purchase card.

9.1.2.4 Meals: Meals for employee travel may **NOT** be paid using the purchase card.

9.1.3 Reconciliation and settlement of employee expenses paid by the purchasing card shall be made according to the State Auditor's procedures, provided the procedures are consistent with the intent of applicable provision of West Virginia Code §18B-5-4.

9.1.4 Receipts: When using the State of West Virginia Purchasing Card for travel related expenses, the original receipts must be submitted with the cardholders' monthly purchase card reconciliation. A copy of the receipts must be attached to the travelers' expense account settlement.

9.2 Corporate Travel Card

9.2.1 Travelers can use the corporate charge card issued by the State of West Virginia for business related travel expenses. No personal purchases are permitted on the corporate travel card.

9.3 Cash Advances using the State Corporate Travel Charge Card (from an Automatic Teller Machine (ATM) and/or teller cash advances)

- 9.3.1 ATM and teller cash advances may be secured for official business travel only.
- 9.3.2 Cash advances for personal use are not permitted.
- 9.3.3 A cash advance for either in-state or out-of state travel is permitted when an employee travels a minimum of (2) consecutive days on official state business. The preferred method of obtaining a cash advance is to use the State's corporate travel credit card at an ATM.
- 9.3.4 Cash advances using the corporate travel card are limited to a minimum of \$100 and a maximum of \$500 per ATM cash advance, not to exceed \$2,000 per month, or the maximum charge limit for ATM and teller cash advances established by the issuing bank on the cardholder's account, whichever is less.
- 9.3.5 Up to two transaction fees may be reimbursed per week for ATM and teller cash advances as documented by ATM or teller receipts.
- 9.3.6 Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.

9.4 Cash Advances from the State Auditor's Office

- 9.4.1 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 of the faculty/staff advisor or sponsor of the student group.
- 9.4.2 In order to ensure that we have adequate time to obtain a cash advance, the request for travel must be received in the Procurement 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.
- 9.4.3 Cash advances may not be available if personal travel is combined with business travel.

9.5 Settlement of Cash Advances

- 9.5.1 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.
- 9.5.2 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 university until such settlement is made. In addition, it may result in suspension of cash advance privileges for the group. Decision to institute a suspension, including the length of the suspension, will be at the discretion of the Vice President for Administrative and Fiscal Affairs.

SECTION 10: REIMBURSEMENT FORMS

- 10.1 The forms used for reimbursement of travel expenses shall be those developed by the Procurement 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 flier 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 Administration and Fiscal Affairs.