West Virginia Northern Community College

TRAVEL REGULATION APPLICABLE TO EMPLOYEES
AND GOVERNING BOARD MEMBERS

Effective Date: January 29, 2004

Date Approved by WVNCC Board of Governors: January 29, 2004

Authority Reference: WV Code 12-3-11; HEPC Title 133, Series 29

Replaces previous policy dated: October 24, 2002

Rule: Employees and Governing Board Members

Approval to travel shall be secured in advance by the employee from their supervisor and department head in accordance with the rules and procedures of WV Northern Community College as outlined herein and with utilization of the travel request form.

Employees are responsible for submitting a travel expense account settlement form, with all required receipts and attachments, to her or his supervisor and department head in order to qualify for reimbursement of expenses or for payment. Inter-campus reimbursement travel requests may be submitted at the discretion of the traveler but not less than monthly. All other travel should be submitted within two weeks of completion of travel.

Transportation

Air Transportation

Commercial Airlines

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. The President must approve all airline travel in an advance. The Business Office will confirm travel arrangements for best rates and use of state purchasing card.
Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.

In order to receive reimbursement, the traveler must submit the “passenger coupon” or certified copy of the commercial airline ticket. Refundable or unused airline tickets shall be returned immediately.

Commercial airline tickets may be direct billed to the institution and paid in advance of the traveler or may be paid through the use of the purchasing card system.

**Ground Transportation**

A traveler may use a state owned vehicle, privately owned vehicle, a commercial rental vehicle, or rail service for ground transportation when traveling on official business of the College. The Business Office will determine which form of transportation is appropriate in accordance with the Travel Rule Schedule. Receipts and documentation are required.

State Owned Vehicles: The availability and use of a state owned vehicle will be determined by the Business Office.

Privately Owned Vehicles: Privately owned and courtesy vehicles may be used. Reimbursement will be made in accordance with the institution’s rules and attached schedule of procedures and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.

Commercial Rental Vehicle: Commercial rental vehicles may be used. The Business Office will be determined when a rental car will or can be used. All charges will be placed on the purchasing card, unless, the use of a travel card or other payment method is pre-authorized.

Miscellaneous Ground Transportation: Miscellaneous ground transportation will be reimbursed with prior approval and submission of proper receipts.

The operator (traveler) of a vehicle must possess a valid operator’s license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.
In cases where 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 airport.

Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by a College officer authorized to approve travel expenses.

**Lodging**

Reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Lodging receipts are required for reimbursement.

Lodging may be direct billed or charge to a purchasing card; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler’s final expense account settlement.

**Meals**

Meal expense reimbursement shall be made in accordance with the attached schedule and is limited to actual expenses for food, service and gratuities up to the applicable maximum daily rate authorized by the Governing Board. Specifically excluded are alcoholic beverages and entertainment expenses.

Receipts are required for meal reimbursement.

**Registration 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 and shall be made according to the College’s rules and procedures or placed on the purchasing card. Registration fees may also be direct billed to the institution when feasible.

Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement.

The traveler shall not receive an allowance or reimbursement for lodging or food that is included in registration fees.
Other Expenses

Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is in excess of current Internal Revenue Service limits for miscellaneous expenses, or unless otherwise required by the institution. Such expenses and reimbursement may include, but are not limited to:

Baggage handling and gratuities when using public transportation or conveniences (i.e. taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has porterage (i.e., “bell person”) services rather than a facility where the traveler is expected to carry her or his own luggage;

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

Tolls, garage and parking fees, including gratuities;

Communication expenses such as: (1) local calls which 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.

Form of Payment for Business Travel

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

Cash Advances from the State Auditor’s Office: Cash advances for official travel may be requested from the State Auditor’s Office according to the procedure established by the Auditor for employee and student travel, and for group travel such as bands, athletic teams and organized student groups in accordance with the attached schedule.

Direct Billing: Direct billing may be authorized by the appropriate business office representative. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct billed fee.
Reimbursement Forms

Travel Settlement Account Form

Request For Travel/Vehicle

Request For Employee Reimbursement

Other Provisions

Inter-campus Travel

College employees may be assigned to other campuses on a permanent, temporary or one-day basis. When this occurs an employee is not eligible for travel reimbursement.

When an employee reports to duty at his/her assigned campus and leaves to go to another College location the employee is eligible for travel reimbursement.

In the event of extenuating circumstances not otherwise covered by Section 4.9.9.1, and relating to travel of the College employee involving at least one campus, an employee may submit to the President, or his designee, a request for travel reimbursement. Said request shall outline the circumstances which support such request, and the President, or his designee, may approve such reasonable requests.