

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

Policy No. F - 2

TRAVEL

1. General

1.1 Scope:

- 1.1.1 This policy implements the rules and regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, members of the Mountwest Community and Technical College Board of Governors, hereinafter referred to as the "Governing Board" and other non-employees traveling on behalf of the Governing Board.
- 1.1.2 Consultants and contractors are not required to use these rules and regulations, at the institution's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.
- 1.1.3 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this policy; otherwise, this policy shall govern such reimbursement.
- 1.1.4 It is unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all the requirements of this policy.

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

1.3 Effective Date: November 18, 2013

1.4 Controlling over: Mountwest Community & Technical College

1.5 History: This policy replaces Marshall University Board of Governors Policy FA-2 (previously MUBOG Policy No. 3)

1.6 Terms

1.6.1 The word President herein refers to the President of the Mountwest Community & Technical College.

1.6.2 "MCTC" herein refers to Mountwest Community & Technical College.

2. Provisions Applicable Only to the MCTC Board of Governors and President

2.1 The Governing Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit any campus of MCTC, or any other facility under the control of the Board, to be interviewed concerning her or his possible employment by the Board or agent thereof. Authorization for such payment shall be given by the president, or their duly authorized designee(s).

- 2.2 The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving her or his household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the president, or their duly authorized designee(s).
- 2.3 The Chairman of the Board of Governors or their designee(s) must approve out-of-state travel expenses of the President.

3. Delegation of Authority and Responsibilities

- 3.1 Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the President. Such delegated authority may be revoked by the Governing Board.
- 3.2 The President may delegate authority to others within MCTC to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
- 3.3 Travel may be authorized only for official business.
- 3.4 The President or designee shall develop administrative procedures for the MCTC, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of the institution.

4. The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established by this rule for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.**Travel Regulations Applicable to All Employees, Board Members, and Non-Employees**

4.1 Employees

- 4.1.1 Approval to travel shall be secured in advance by the employee in accordance with this policy and, if applicable, the administrative procedures of the institution. Under no circumstances should an employee travel without proper approval of the President or his/her designee(s).
- 4.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his supervisor within a reasonable amount of time after the last day of the approved travel, as defined by the institution, in order to qualify for reimbursement of expenses or for payment.

4.2 Members of the Governing Board

- 4.2.1 This policy shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for such expenses from the Governing Board. Faculty, staff and student representatives to the Board may be reimbursed in accordance with other sections of this policy.

4.3 Non-Employees

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

4.4 Students

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

5. Transportation

5.1 Air Transportation

5.1.1 Commercial Airlines

5.1.1.1 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 air-line in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

5.1.1.2 Travelers are expected to make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible.

5.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger coupon", E-Ticket Receipts or copy of the commercial airline ticket. Refundable or unused airline tickets shall be returned immediately.

5.1.1.4 Commercial airline tickets may be direct billed to the institution and paid in advance.

5.1.1.5 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 her or his travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

5.1.1.6 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.

5.1.2 Use of Aircraft Owned and Managed by the Department of Administration and other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.

5.1.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.

5.1.2.2 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.

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

5.2 Ground Transportation

- 5.2.1 The traveler may use a state owned vehicle, privately owned vehicle, commercial rental vehicle or rail service for ground transportation when traveling on official business of the institution. Receipts and documentation are not required unless otherwise indicated below or required by the institution.
- 5.2.1.1 State Owned Vehicles: The availability and use of a state owned vehicle will be determined by the institution's administrative procedures.
- 5.2.1.2 Privately Owned Vehicles/Courtesy Vehicles: Privately owned and courtesy vehicles may be used when traveling on institutional business. Reimbursement will be made in accordance with the institution's administrative procedures and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.
- 5.2.1.3 Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on institutional 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 institutional 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/documentation are required for reimbursement of car rental and mileage charges or fees. Receipts/documentation are not required for fuel costs.
- 5.2.1.3.1 Insurance: Collision damage waivers for rentals of seven (7) days or less are also reimbursable, and should be purchased.
- Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.
- 5.2.1.4 Rail Service: May be used for ground transportation in accordance with the institution's administrative procedures.
- 5.2.1.5 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's administrative procedures.
- 5.2.2 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 the operator. Such fines and/or penalties shall not be a reimbursable expense.
- 5.2.3 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.
- 5.2.4 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.

6. Lodging

- 6.1 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 the institution's administrative procedures. Lodging receipts are required for reimbursement.

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

7. Meals

7.1 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). 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.

7.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's administrative procedures.

7.3 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 up to the maximum daily rate as follows;

7.3.1 To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal work day commences.

7.3.2 To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal work day ends.

7.3.3 Any employee who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during her or his normal lunch period.

7.3.4 For the purpose of determining the amount(s) allowable for meals for single day travel, the traveler may claim reimbursement for actual expenses according to the institution's administrative procedures.

7.4 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.

7.4.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required. In lieu of receipts for students, a student signature form may be provided in accordance with the institution's administrative procedures.

7.4.2 Board Members: For a single day travel (where there is not an overnight stay), in conjunction with the performance of their official duties, Board and Commission members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.

8. Registration Fees

8.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Registration fees may also be direct billed to the institution when feasible. Advance payment of registration fees is permitted if required or if doing so results in a savings to the institution.

8.2 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipt or emailed documentation is acceptable.

- 8.3 The traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees.
- 8.4 If a cancellation 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 if other extenuating circumstances arise. 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.

9. Other Expenses

- 9.1 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:
- a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has porterage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
 - b. Baggage storage between appointments, and between hotels 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. 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 the institution's administrative procedures, provided the call is not charged to the telecommunications card issued by the state or the institution.
- 9.2 Non-reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the President or designee.
- 9.3 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

10. Form of Payment for Business Travel

- 10.1 Corporate Charge Card or Credit Card: Travelers may use the corporate charge card issued by the State of West Virginia for business related travel expenses. The card is a personal liability of the traveler.
- 10.2 Cash Advances from the State Auditor's Office:

Cash advances may be requested from the State Auditor's Office according to the procedures established by the Auditor for employee and student travel, and for group travel such as organized student groups. The institution shall establish administrative procedures for requesting and settling cash advances with the Auditor.

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

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

10.3.2 A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business. The preferred method of obtaining a cash advance is to use the state corporate credit card at an ATM. Cash advances and ATM transaction fee reimbursements are limited to the amount and number authorized by the institution's policies and procedures. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.

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

10.3.4 The institution will attempt to minimize credit losses by employees using the corporate charge card.

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

11. Reimbursement Forms

11.1 The form(s) used for reimbursement of travel expenses shall be those promulgated in the institution's administrative procedures.

12. Other Provisions

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