

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5780**

SUBJECT: Travel Regulations

REFERENCE: West Virginia Code §12-3-11; 6B-2-5(2); Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 29, *Travel*; Federal Regulation; 41 C.F.R. §§300-304; West Virginia State Auditor's Office Purchasing Card Policies and Procedures

ORIGINATION: September 2002

EFFECTIVE: May 29, 2020

REVIEWED: November 7, 2019

SECTION 1. PURPOSE

1.1 This regulation implements the guidelines and procedures concerning the governing of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, Board of Governors, and non-employees traveling on behalf of Southern West Virginia Community and Technical College.

SECTION 2. SCOPE AND APPLICABILITY

2.1 Travel regulations applicable to all employees, Board of Governors, and non-employees.

2.1.1 Approval to travel shall be secured in advance by the employee according to this regulation. Under no circumstances should an employee travel on an overnight stay without proper approval of the Vice President of Finance and Administration.

2.1.2 Employees are responsible for submitting a travel expense account settlement form, with all required attachments, within fifteen days after the last day of approved travel in order to receive reimbursement of expenses.

2.1.3 This regulation shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for travel expenses.

2.1.4 When non-employees are eligible to receive reimbursement of travel expenses, reimbursement shall be made in accordance with this regulation and the policies and procedures of the institution.

2.1.5 Reimbursements 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 regulation; otherwise, this regulation shall govern such reimbursement.

SECTION 3. DEFINITIONS

3.1 Commute Mileage - Mileage from home to assigned headquarters. Assigned headquarters for Southern West Virginia Community and Technical College are Mount Gay, Saulsville, Williamson, Rock Creek, and Hamlin.

SECTION 4. POLICY

4.1 Transportation

4.1.1 Commercial Airlines

- 4.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare.
- 4.1.1.2 Travelers are expected to make advance bookings through the Statewide Contract for Travel Services or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased from 45 to 180 days before the trip begins. If airfare is reimbursed prior to travel, it must be referenced on the traveler's expense account.
- 4.1.1.3 In order to receive reimbursement, the traveler must submit the Passenger Itinerary attached to the travel form. Electronic tickets (E-tickets) are the industry standard and are issued automatically unless a paper ticket is specifically requested by the traveler. Costs of obtaining paper tickets are not reimbursable. E-tickets are sufficient for traveling and reimbursement. Refundable or unused airline tickets shall be returned immediately.
- 4.1.1.4 Commercial airline tickets for guests of Southern may be direct billed to the institution.

4.1.2 Ground Transportation

- 4.1.2.1 State Owned Vehicles: The availability and use of Southern's vehicles will be determined by the designated person located at each campus. When available, Southern's vehicles should be considered first.
- 4.1.2.2 Privately Owned Vehicles: Personally owned vehicles may be used when traveling on College business. Reimbursement will be made and shall not exceed the prevailing rate per mile established by the State of West Virginia. 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. Any traveler traveling during normal work days must subtract their commute mileage from total miles traveled, unless the traveler leaves from headquarters and back. If the traveler's vehicle contains an EzPass transponder that has unlimited usage for a period of time, reimbursement for tolls that accept the EzPass transponder is prohibited. The mileage allowance will be based on the shortest practical route to and from the destination.
- 4.1.2.3 Commercial Rental Vehicles: Commercial rental vehicles may be used when traveling on College business. Travelers will utilize State approved rental car vendors when traveling by air or when departing from College locations. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle.
- 4.1.2.4 Rail Service: Rail Service may be used for ground transportation in accordance with the Institution's guidelines and procedures. 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. Receipts/documentation are required for reimbursement.

- 4.1.2.5 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the Institution's guidelines and procedures. When courtesy transportation is provided by a hotel, the traveler is encouraged to use the service. Travelers may be reimbursed for taxi, bus and other forms of public transportation.
 - 4.1.2.6 The operator (traveler) of a Southern vehicle must be an employee of Southern and 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.
 - 4.1.2.7 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, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport. A traveler must secure an itinerary from the Statewide Contract for Travel Services with fare prior to departure to be attached to travel for reimbursement.
 - 4.1.2.8 Roadside assistance services for fleet or rental vehicles, if needed, may be reimbursed at actual reasonable cost. A receipt must be provided and attached to a vendor's invoice within 15 days.
- 4.1.3 Lodging
- 4.1.3.1 Reimbursement for lodging shall include actual expenses or overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Original lodging receipts or certified copies are required for reimbursement.
 - 4.1.3.2 Lodging or a meeting may be direct billed for group travel only. The traveler must reference that lodging was direct billed and provide proof of lodging with final Travel Expense Account Settlement.
 - 4.1.3.3 Reimbursement for multiple occupancy, when only one of the travelers is on College business, shall be at the least expensive single room rate. In the event that a single room rate cannot be determined state, "single room rate same as double," on Settlement form.
- 4.1.4 Meals
- 4.1.4.1 Instate: Maximum reimbursement per diem rates without receipts will follow federal General Services Administration (GSA) rates which are set forth on GSA's website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. On the first and last travel day, Southern employees are only eligible for 75 percent of the total Meal and Incidental Expense Rate for their temporary duty travel location (not the official duty station location). Alcohol and entertainment expenses are specifically excluded. Meals and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and others on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing cost associated with filing travel vouchers and payment of government charge card billings.
 - 4.1.4.2 Out-of-State: Southern will reimburse the out-of-state traveler for the authorized daily rate set by the GSA for meals and incidental expenses, set forth on the GSA's website: <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown>. On the first and last travel day, Southern employees are eligible for only 75 percent of the total Meal and

Incidental Expense Rate for their temporary duty travel location (not the official duty station location). Alcohol and entertainment expenses are specifically excluded. Meals and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and others on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing costs associated with filing travel vouchers and payment of government charge card billings.

- 4.1.4.3 Reimbursement for meals during same day travel, travel without an overnight stay, is not reimbursable.
- 4.1.5 Other Expenses

- 4.1.5.1 Reimbursable Expenses

- 4.1.5.1.1 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:

- 4.1.5.1.1.1 Baggage handling and gratuities when using public transportation.
- 4.1.5.1.1.2 Baggage storage between appointments.
- 4.1.5.1.1.3 Tolls, garage and parking fees.
- 4.1.5.1.1.4 Communication expenses such as: Long distance calls to the office, facsimiles, access to e-mail.
- 4.1.5.1.1.5 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 a reasonable amount, if the call was not made on Southern's cell phone or calling card. The full amount will be reimbursed for all work related calls, if the call was not made on Southern's cell phone or calling card.

- 4.1.5.2 Non-reimbursable Expenses

- 4.1.5.2.1 Travelers may incur other expenses for which reimbursement is non-reimbursable. Such expenses may include, but are not limited to:

- 4.1.5.2.1.1 Interest or late charges on credit cards.
- 4.1.5.2.1.2 Laundry fees.
- 4.1.5.2.1.3 Personal flight or baggage insurance.

- 4.1.6 Form of Payment for Business Travel

- 4.1.6.1 Direct Billing: The traveler is responsible for attaching to the Expense Account Settlement

receipts, invoices, documentation, etc., for any direct billed fees.

4.1.6.2 Purchase Card Payments: Except where otherwise exempted by statute or rule, Spending Units must use the P-Card for all authorized business related travel expenses whenever the card is accepted. Purchasing card authorized travel expenses include, but are not limited to the following:

- 4.1.6.2.1 registration fee payments,
- 4.1.6.2.2 airline ticket payments,
- 4.1.6.2.3 vehicle rental payments (commercial or state-owned),
- 4.1.6.2.4 fuel for rental vehicles (commercial or state-owned),
- 4.1.6.2.5 other transportation tickets,
- 4.1.6.2.6 hotel folio payments including business-related costs such as business phone charges, and
- 4.1.6.2.7 business internet access.

4.1.7 Other Provisions

4.1.7.1 Reimbursement Forms: The form(s) used for reimbursement of travel expenses shall be those promulgated by the Chancellor.

4.1.7.2 Travel Incentives: In accordance with West Virginia Code §6B-2-5(b)(2), employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the State of West Virginia.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Any exceptions to this regulation must be explained in writing and approved by the President of Southern West Virginia Community and Technical College.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 Authority and Responsibilities

7.1.1 Authority to manage, approve or disapprove travel and travel related expense is delegated exclusively to the Southern West Virginia Community and Technical College Board of Governors.

7.1.2 The Governing Board may also delegate authority to the President to act as designee for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made according to the provisions of this regulation.

7.1.3 The President may also delegate authority to others within her or his respective institution to act as her/his designee for authorizing and approving travel and travel related expenses. All such authorization and approvals shall be made in accordance with the provisions of this rule.

7.1.4 Travel may be authorized only for official business and only if the College has the financial resources to reimburse the traveler for travel expenses.

