

**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 §301-11.17

**ORIGINATION:** September 2002

**EFFECTIVE:** February 18, 2014

**REVIEWED:** November 06, 2013

**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 sixty 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 a contracted travel service vendor 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 or certified copy of the commercial airline ticket attached to the travel form. 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. The current applicable rate can be obtained from the Finance Department's web page. 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.
- 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. It is recommended that travelers use their State Corporate Card to secure their rental. The State Corporate Card provides collision damage coverage at no cost for rentals up to 60 days.
- 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.

- 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, hotel, 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 National Travel's website 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 All group travel must be submitted together to the State Auditor's Office for payment. Therefore, each traveler in the group should submit a Travel Expense Account Settlement form as soon as possible in order not to hold up other group member's travel reimbursement. Also, if you plan not to claim any expenses, you must also inform Southern's accounts payable section.
  - 4.1.3.4 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 daily rate is \$50.00 without receipts. Maximum daily rate based on Regulations§301-11.17. 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: Maximum daily rate is based on Federal Regulations§301-11.17. 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 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 Corporate Travel Card: Traveler should use the corporate charge card issued by the State of West Virginia and Southern West Virginia Community and Technical College for business related travel expenses when applicable.

- 4.1.6.2 Cash Advance: Employees may secure a cash advance for business travel only by using the corporate credit card at an ATM. Receipt from the ATM machine is required for reimbursement of the ATM transaction fee and the credit card fee.
- 4.1.6.3 Direct Billing: A requisition may be used when accepted by the event sponsor. The traveler is responsible for attaching to the Expense Account Settlement receipts, invoices, documentation, etc., for any direct billed fees.
- 4.1.6.4 Cash Advance from the West Virginia State Auditor's Office: The traveler must follow the State of West Virginia's regulations addressing the Cash Advance.
- 4.1.6.5 Purchase Card Payments: The Purchase Card will cover the cost of the hotel room, Internet service, and taxes. **This does not include food, room service, movies, or laundry.**
- 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(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 AND PROCEDURES**

- 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.

- 7.1.5 The responsibility to audit a traveler’s Expense Account Settlement lies with this Institution. Approval of a traveler’s Expense Account Settlement by the Institution means that the expense settlement meets all criteria established for reimbursement. The Institution shall audit and submit an accurate Travel Expense Account Settlement for reimbursement to the State Auditor’s Office within a reasonable amount of time after receiving such Settlement from the traveler.
- 7.1.6 The responsibility of the traveler is to file a Travel Expense Account Settlement form with the Finance Department. The traveler must have the Folio from the hotel, a badge from the conference, receipts for transportation, if applicable, parking receipts, and toll receipts for reimbursement.

**SECTION 8. CANCELLATION**

8.1 Any previous policy being superseded.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

---

**Board of Governors Chair                      Date**

---

**President    Date**

**Attachments:**        None.

**Distribution:**        Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:**    December 2011 — Minor revisions were made to provide clarify and reflect changes in management responsibilities. Revisions reflect no substantial changes in procedure or documentation requirements.

November 2013 — Minor revisions were made to provide clarity. Revisions reflect no substantial changes in procedure or documentation requirements.