

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

SUBJECT: Travel Regulations

REFERENCE: West Virginia Code §§ 12-3-11 and 6B-2-5(2); 135 C.S.R. 29, *Travel*; West Virginia State Auditor’s Office Purchasing Card Policies and Procedures

ORIGINATION: September 2002

EFFECTIVE: May 29, 2020

REVIEWED: November 3, 2023

SECTION 1. PURPOSE

1.1 This regulation implements the guidelines and procedures governing 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 The below travel regulations are applicable to all employees, members of the Board of Governors, and non-employees.

2.1.1 The traveler shall secure approval to travel in advance according to this regulation. Under no circumstances shall a traveler travel on behalf of the College without proper prior approval of the Chief Finance Officer or his or her designee.

2.1.2 Employees are responsible for submitting a travel expense settlement form, with all required attachments, within 15 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 and is eligible for such reimbursement.

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

2.1.5 Reimbursements of travel expenses paid from federal, State, or 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 None.

SECTION 4. POLICY

4.1 Transportation

4.1.1 Commercial Airlines

- 4.1.1.1 Allowable reimbursement for commercial airline travel includes the actual expense or cost for the least expensive 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.
- 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 the traveler specifically requests a paper ticket. The cost of obtaining paper tickets is not reimbursable. E-tickets are sufficient for traveling and reimbursement. The traveler shall return immediately refundable or unused airline tickets.
- 4.1.1.4 Guests of Southern who are eligible for reimbursement may direct-bill their commercial airline tickets 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 shall be used before privately-owned vehicles or commercial rental vehicles.
 - 4.1.2.1.1 Any operator of a vehicle owned or leased by Southern must be an employee of the institution and possess a valid operator's license.
 - 4.1.2.1.2 The operator of the vehicle is responsible for following all applicable laws and requirements while driving and is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and penalties are not a reimbursable expense.
- 4.1.2.2 Privately-Owned Vehicles: Travelers may use privately owned vehicles when traveling on College business, and reimbursement for such use shall not exceed the prevailing rate per mile established by the State of West Virginia. This rate covers all operating costs of the vehicle, including fuel, maintenance, depreciation, insurance, etc., and the College will not make additional reimbursement for such expenses.
 - 4.1.2.2.1 Travel between the place of residence and his or her official workstation is not reimbursable. The Chief Financial Officer or his or her designee may deem that the point of travel may start from the traveler's place of residence rather than from the workstation when the miles from the place of residence to the destination would be less than the miles from the work station to the destination.
 - 4.1.2.2.2 If the traveler's vehicle contains an E-Z Pass transponder that has unlimited usage for a period of time, reimbursement for tolls that accept the E-Z Pass 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: Travelers may use commercial rental vehicles when traveling on College business when a temporary need arises or when a College vehicle is unavailable and the cost will be less than the reimbursement associated with a privately-owned vehicle. Travelers will utilize State-approved rental car vendors when traveling by air or when departing from College locations.
- 4.1.2.3.1 The State Purchasing Card is the only acceptable method of payment when renting a vehicle.
- 4.1.2.3.2 Travelers shall use State-approved rental car vendors unless the approved vendor does not have a location in the area the traveler is traveling, the type of vehicle the traveler reasonably requires for the trip, or a vehicle for the duration of the traveler's trip. If the traveler does not use a State-approved rental car vendor, he or she shall note the reason for such omission on the travel expense report.
- 4.1.2.3.3 The State contract(s) for car rental services may provide collision damage insurance (CDW) for some vehicles excluded by the Purchasing Card. The Purchasing Card provides CDW coverage for up to 31 days at no cost. No other insurance or insurance-like product is reimbursable for rental vehicles unless required by law.
- 4.1.2.3.4 The Purchasing Card does not cover, and travelers may not rent in the name of the institution, trucks; campers; off-road vehicles; motorized bikes; motorcycles or motorized scooters; antique cars; high value, special interest, or exotic cars; or vans that seat more than eight occupants.
- 4.1.2.4 Rail Service: Rail Service may be used for ground transportation in accordance with the Institution's guidelines and procedures. Travelers shall make advanced bookings and use the least expensive fare via the most direct route or other reasonable route that results in a lower fare. The traveler shall pay for rail transportation with a Purchasing Card or the College's ghost account. Receipts or other such documentation are required for reimbursement if, due to extenuating circumstances, the traveler cannot pre-book rail transportation.
- 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 taxis, buses, and other forms of public transportation.
- 4.1.2.6 When a traveler requests to drive his or her personal vehicle rather than fly for business, the College will base reimbursement on actual in-transit expenses (mileage, hotels, meals, parking, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport and parking. 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.
- 4.1.2.7 Roadside assistance services for fleet or rental vehicles, if needed, may be reimbursed at an 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 Lodging for a traveler is reimbursable where the distance is more than 50 miles from his or her official work location or home, whichever is the shorter distance, and an overnight stay is required. Reimbursement for lodging shall include actual expenses of overnight accommodations and all applicable taxes and surcharges. Lodging receipts or copies are required for reimbursement.

4.1.3.2 Lodging for 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 the final Travel Expense Settlement.

4.1.3.3 If more than one traveler on College business shares a room, one of the travelers may claim the total charge at the rate charged for the number of persons in one room. Each traveler shall be referenced on the other travel expense settlement. The travelers may also request that the total charge be split between them accordingly and each issued their own separate folio or receipt upon check-out.

4.1.4 Meals – Meal expense reimbursement is based on the temporary duty location and is not to exceed the maximum per diem established by the federal government. Alcohol and entertainment expenses are expressly excluded. Meal and incidental rates differ by travel location; incidentals are included in the meal per diem and are, therefore, not separately reimbursable. Examples of incidental expenses are fees and tips given to restaurant wait staff, porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and other restaurant or hotel workers; and transportation between places of lodging or business and places where meals are taken if suitable meals cannot be obtained at the temporary duty site.

4.1.4.1 In-state: 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/per-diem-rates-results?action=perdiems_report&fiscal_year=2024&state=WV&city=&zip=. 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).

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>. On the first and last travel day, travelers 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).

4.1.4.3 Meal expenses are only reimbursable for travel requiring overnight lodging.

4.1.5 Other Expenses

4.1.5.1 Reimbursable Expenses – Travelers may incur other business-related expenses for which reimbursement may be made if appropriate. Receipts are required for reimbursement of any such expenditure. Such expenses may include, but are not limited to:

4.1.5.1.1 Baggage handling and gratuities when using public transportation;

4.1.5.1.2 Baggage storage between appointments or between hotels and meeting places;

- 4.1.5.1.3 Tolls, garage, and parking fees excluding valet parking for personal convenience. Valet charges will only be reimbursed where self-parking is not available or where self-parking costs more than valet parking;
- 4.1.5.2 Non-reimbursable Expenses – Travelers may incur other expenses that are non-reimbursable. Such expenses may include, but are not limited to:
 - 4.1.5.2.1 Interest or late charges on credit cards;
 - 4.1.5.2.2 Laundry or dry-cleaning fees unless the traveler is in travel status for more than seven days without returning home;
 - 4.1.5.2.3 Personal flight or baggage insurance; and
 - 4.1.5.2.4 When a non-employee accompanies a traveler on official business, Southern shall in no way be responsible or liable for any expenses, actions, or failures to act by the non-employee.
- 4.1.6 Form of Payment for Business Travel
 - 4.1.6.1 Direct Billing: The traveler is responsible for attaching to the Expense Settlement receipts, invoices, documentation, etc., for any direct billed fees.
 - 4.1.6.2 Purchasing Card (or P-Card) Payments: Except where otherwise exempted by statute or rule, the College shall 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 Commercial vehicle rental payments;
 - 4.1.6.2.4 Fuel for commercial rental or State-owned vehicles;
 - 4.1.6.2.5 Other transportation tickets; and
 - 4.1.6.2.6 Hotel folio payments including business-related costs such as 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 Council for Community and Technical College Education.
 - 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 requested 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 delegate authority to the President to authorize and approve travel and travel related expenses as may be required. All such authorizations and approvals shall be made according to the provisions of this regulation, and any such delegation shall be made in accordance with W. Va. Code § 18B-2A-4(t).
- 7.1.3 The President may delegate authority to others within the College to authorize and approve travel and travel related expenses. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
- 7.1.4 Travel shall be authorized only for official business and only if the College has the financial resources to pay for or reimburse the traveler for travel expenses.
- 7.1.5 The responsibility to audit a traveler's Travel Expense Settlement lies with this Institution. Approval of a Travel Expense 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 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 Settlement form with Business Services. 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 is 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: 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.

November 2019 - Revisions were made to provide clarity and to comply with new regulations enforced by the West Virginia State Auditor’s Office.

November 2023 – Minor revisions were made to provide clarity. Revisions reflect no substantial changes in procedure or documentation requirements.