

WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

POLICY 10: TRAVEL

Section 1. General.

- 1.1 Scope: This policy describes the parameters for authorizing and funding University business travel.
 - 1.1.1 This policy and the University's Administrative Procedure 40 cover in-state, out-of-state, and international travel and authorize reimbursement of expenses to members of the Board of Governors, the employees of West Liberty University, and non-employees who are expressly authorized by the President to travel on behalf of the University. It incorporates by reference, as if restated verbatim, HEPC's rule(s) governing the subject matter.
 - 1.1.2 Consultants and contractors are covered by this policy and the aforementioned administrative procedure unless specifically excepted in writing by the President.
 - 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 rule; otherwise, this policy shall govern such reimbursement.
- 1.2 Authority: W.Va. Code §12-3-11; HEPC Title 133, Series 29
Effective date: December 11, 2002. Revised: TBD
- 1.3 According to the West Virginia Code, it shall be 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 rule.

Section 2. Prospective Employees; New Employees; Reassigned Employees.

- 2.1 The University may pay for the traveling expenses incurred by any person (and his or her spouse when appropriate) who is invited to visit the campus or any other facility under the control of the Board to be interviewed concerning possible employment.
- 2.2 The University may pay: (1) all or part of the reasonable expenses incurred by a person newly employed in moving his or her household furniture, effects, and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by the employee in moving his or her 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 University; provided, that no part of the moving expenses of an employee shall be paid more frequently than once in twelve months.

Section 3. Delegation of Authority and Responsibilities.

- 3.1 The President has authority to manage, approve, or disapprove travel and travel related expenses and may delegate any part of this authority to the Chief Financial Officer.
- 3.2 Travel may be authorized only for official business and only if the University has the financial resources to reimburse the traveler for travel expenses.

- 3.3 Chief Financial Officer shall be responsible for developing and updating procedures consistent with this policy to provide additional guidance to employees and others traveling on behalf of the University.
- 3.4 The responsibility to audit a traveler's expense account settlement lies with the University. Approval of a traveler's expense account settlement means that the settlement meets all criteria established for reimbursement in Administrative Procedure 40. The University 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.

Revision approved by the Board of Governors on February 8, 2012