

West Liberty University

Travel Guide

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Table of Contents

STATEMENT:.....	2
TRAVEL FORMS:	2
TRAVEL REQUEST-Before you go	2
TRAVEL SETTLEMENT-When you return	2
PAYING FOR TRAVEL EXPENSES	2
STATE BILLED TRAVEL CHARGES:	2
OUT-OF-POCKET TRAVEL CHARGES:	2
ALLOWABLE EXPENSES	3
GROUND TRANSPORTATION.....	3
COMMERCIAL RENTAL VEHICLES.....	3
AIR TRANSPORTATION	4
LODGING	4
MEALS	5
REGISTRATION FEES.....	5
OTHER EXPENSES	5
INCLUDED OR COURTESY SERVICES.....	5
APPENDIX A (FILLING OUT A TRAVEL SETTLEMENT VOUCHER).....	7

STATEMENT:

West Liberty University Travel Policy 10 governs all travel rules and guidelines.

TRAVEL FORMS:

TRAVEL REQUEST-Before you go

A "Travel Request" must be completed and approved prior to any University travel. The Travel Request form can be found on the Business Office webpage (<https://westliberty.edu/business-office/purchasing-accounts-payable/travel/>). All travel shall originate from and terminate at the University. Employees may request that travel originate from and end at an employee's residence if doing so would result in a cost savings to the University. All conference information should accompany the request. A single form with an attached list of travelers is acceptable for group travel.

TRAVEL SETTLEMENT-When you return

A "Travel Settlement Form" is required for any travel that results in expenses to the University. Settlements are required no more than 15 calendar days after the travel end date for all charges secured on a State p-card. Settlements including out-of-pocket expenses submitted more than 15 days from the travel end date may be rejected. See appendix 1 for instructions on how to fill out a travel settlement.

PAYING FOR TRAVEL EXPENSES

STATE BILLED TRAVEL CHARGES:

State issue P-cards are the preferred method of payment for most travel expenses. (EXCLUDES: personal food expenses)

OUT-OF-POCKET TRAVEL CHARGES:

To request reimbursement for travel expenses paid out-of-pocket, travelers must complete a Travel Settlement Form located on the Business Office website (<https://westliberty.edu/business-office/purchasing-accounts-payable/travel/>). With the exception of State Billed charges and unless otherwise noted, an original receipt must accompany all expenses noted on the settlement form.

All employee travelers are encouraged to enroll in Travel Direct Deposit. This reimbursement is separate from Payroll Direct Deposit. The Travel Direct Deposit Form is located on the Business Office website (<https://westliberty.edu/business-office/purchasing-accounts-payable/travel/>).

Travelers must be listed as vendors in the WV Oasis vendor database with a correct address in order to receive reimbursement. The State will not forward check payments to addresses listed

on USPS mail forwarding services. In addition to HR procedures, travelers should submit name or address changes to travel@westliberty.edu in order to avoid delayed reimbursement.

An employee will normally receive a reimbursement within two pay periods. Travelers can check the progress and history of reimbursements using the VISTA system within Oasis. For instructions please contact the Travel Coordinator.

ALLOWABLE EXPENSES

GROUND TRANSPORTATION

Travelers must utilize the most cost-effective mode of transport as calculated by the Business Office Travel Coordinator. University vehicles will be utilized whenever possible. Enterprise rental arrangements will be secured through the Business Office upon approval.

Should a traveler forgo the University vehicle assignment no mileage reimbursement will be awarded.

The mileage reimbursement rate is 57.5 cents per mile for business use of an employee's personal vehicle. This rate is reviewed bi-annually by the state and is subject to change.

The operator of a vehicle must possess a valid operator's license and must have passed the required Driving test. The operator is personally liable for any fines and/or penalties resulting from citations, charges or warrants attributable to operator negligence. Such fines and/or penalties are not a reimbursable expense.

Vehicles shall be thoroughly cleaned prior to return to Maintenance. Only University personnel are permitted in State vehicles. No animals permitted, unless they are research animals or certified service animals

Commercial Rental Vehicles

When rental vehicles are required for travel where the destination was reached by air travel, Travelers are able to source their own rental vehicle. Travelers must use the State contract for car rental services, unless the State contracts for car rental services do not have:

- a. A location in the specific area,
- b. The type of vehicle needed, or
- c. The vehicle for the duration needed

For travel of more than a few days in duration, weekly rental rates may be reimbursed if they result in a lower total cost than the daily rate.

Reimbursement may be made for a full size vehicle if more than three (3) people are traveling together on business and for larger vehicles if a group of five (5) or more is traveling together.

Larger vehicles may be rented when situation warrant (i.e. negotiating rough terrain, transporting large groups of people or equipment or other extenuating circumstances) these must be approved in advance by the Travel Coordinator.

Travelers are not permitted to rent trucks, campers, off road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight (8) occupants.

Reimbursement may be made for actual fuel costs, supported by valid, itemized receipts.

Vehicles should be returned to the rental agency with a full tank of fuel. Unless rental location provides gas at a lower rate, documentation required.

Local car rentals (Wheeling Enterprise) will be arranged through the Business Office. They can be delivered to campus from the vendor and are all put on the Fleet P-Card.

AIR TRANSPORTATION

University travelers must use National Travel Service to book all air transportation, or the Traveler must provide a quote showing that the airfare quoted was more than a comparable flight from another source. National Travel may be contacted at 1-800-262-4054 and requesting a State Agent. Conversion of airline tickets for personal benefit, such as down-grading tickets or returning unused tickets for cash, credit or personal airline travel, is prohibited.

Airfare should be paid by a Purchasing Card.

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.

LODGING

Reimbursement shall include actual expenses for overnight lodging, use of a room during daytime and for all applicable taxes and surcharges. Single room occupancy shall be reimbursed at the least expensive rate provided by the facility. Where multiple occupancies occur, reimbursement may be claimed fully by one traveler with no claim filed by the other(s).

All out-of-state lodging reservations can be made through National Travel Service. If the NTS is not used hotel accommodations should be made directly with the hotel instead of an online service such as Orbitz, Expedia, etc.

The hotel/motel statement, invoice or folio shall be the official document submitted for reimbursement.

Business phone calls will be reimbursed at the actual cost as listed on the hotel folio.

MEALS

Meal expense reimbursement is limited to actual expenses for food service and gratuities up to the maximum daily rate determined by the University. Alcoholic beverages and entertainment expenses are not reimbursable. Meal receipts are required to be turned in with the travel settlement.

Daily meal allowance for in-state travel is \$39 per day, and out-of-state allowance is \$50 per day including the tip for the server. The tip for the server should not exceed 20%.

Meal reimbursement is not permitted for single day travel unless the workday begins and/or extends two (2) hours more than the normal work day. If you leave 2 hours before your normal work day, then you can be reimbursed for breakfast at 20% of the daily rate. If you return 2 hours after your normal work day, then you can be reimbursed for dinner at 60% of the daily rate.

REGISTRATION FEES

Fees charged for attendance at conferences, meetings, seminars, etc. as well as event-related materials are reimbursable expenses. Advance payment is permitted if required by the sponsor.

Charges incurred due to failure of the traveler or the traveler's representative to notify the event sponsor in a timely manner of a change in travel plans will be considered a personal expense to the traveler and will not be reimbursed by the University.

OTHER EXPENSES

Reimbursement may be requested for tolls, garage and parking fees, and gratuities. These items may be reconciled without a receipt by documenting the itemized expenses and endorsing the document with signature and title.

Business phone calls will be reimbursed at the actual cost as listed on the hotel folio.

Expenses for travel in foreign countries are to be reported in United States dollars. Expenditures in foreign currencies must be converted into United States dollars at the rate or rates at which the foreign currency was obtained. The rates of conversion and commissions must be shown on an attachment to the Travel Expense Report.

INCLUDED OR COURTESY SERVICES

When courtesy transportation is provided by a hotel, motel or other service facility, the traveler is expected to use the service. Travelers cannot request reimbursed for meals or lodging included in registration fees regardless of participation.

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.

Filling out a Travel Settlement Voucher

It is the responsibility of the Traveler to fill out this form as completely as possible.



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT SAOTRVL effective 01/01/2020

EMPLOYEE TRAVEL	IF SUBMITTING A NON-EMPLOYEE TRAVEL REIMBURSEMENT, A COPY OF THE CONTRACT/AGREEMENT MUST BE ATTACHED.													
NON-EMPLOYEE TRAVEL														
Name:	Title:			wvOASIS VENDOR ID:										
Address:			City:											
State:	ZIP:	Headquarters:		Normal Work Hours:										
Department: West Liberty University		Division:		Section:										
Travel Purpose:														
State Car:	https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates													
Personal Car:	Current Mileage Rate		0.575											
REGISTRATION REQUIRED?	YES	IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)												
	NO													
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	M & IE*	GSA PER DIEM	TAXABLE* AMOUNT	TOTAL		

1. Check Employee Travel or Non-Employee Travel
2. Type Traveler's full name in the name box, it should match the name exactly as your W-4 or W-9 as appropriate.
3. Put your complete, accurate home address in the appropriate boxes.
4. Headquarters is West Liberty, WV or Triadelphia, WV.
5. Mark State Car or Personal Car as appropriate.

Personal Car:	Current Mileage Rate		0.575										mileage-reimbursement-rates	
REGISTRATION REQUIRED?	YES	IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)												
	NO													
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	M & IE*	GSA PER DIEM	TAXABLE* AMOUNT	TOTAL		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
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				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
Total Expenses page 2			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
TOTALS			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
*GSA Meals & Incidentals (M&IE): https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup										*OTDED Trans ID:				
OTHER EXPENSES				EXPENSES PAID BY OTHER SOURCES/ADVANCES (attach receipt copies)										
DATE	ITEMS			AMOUNT	DATE	PMT CODE	ITEM AND VENDOR			AMOUNT				
Total Other Expenses page 2				0.00	Total Paid By Other Sources/Advances page 2					0.00				
Total Other Expenses				0.00	Total Paid By Other Sources/Advances					0.00				

6. Put the date time and city/state you started your trip from. Generally, they should begin and end at your place of work, however if permitted, it could be your home city/state.
7. Put the mileage in from your starting point to your destination, you should provide backup such as a Google Maps or MapQuest printout that shows the mileage of your route.
8. Put in any fees for that day such as air transportation or lodging.
9. In the M&IE column you may only put in expenses you have receipts for. Put the GSA per diem rate for the city you are visiting in the GSA Per diem column, this will be reduced by any complementary meals.

For example, Professor Smith is going to an APA conference in Chicago, going to the conference for 2 days and coming home. The cost of the registration includes lunch both days. The form would look similar to what is below.

Meals & Incidentals (M&IE) Breakdown 📄 🖨

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

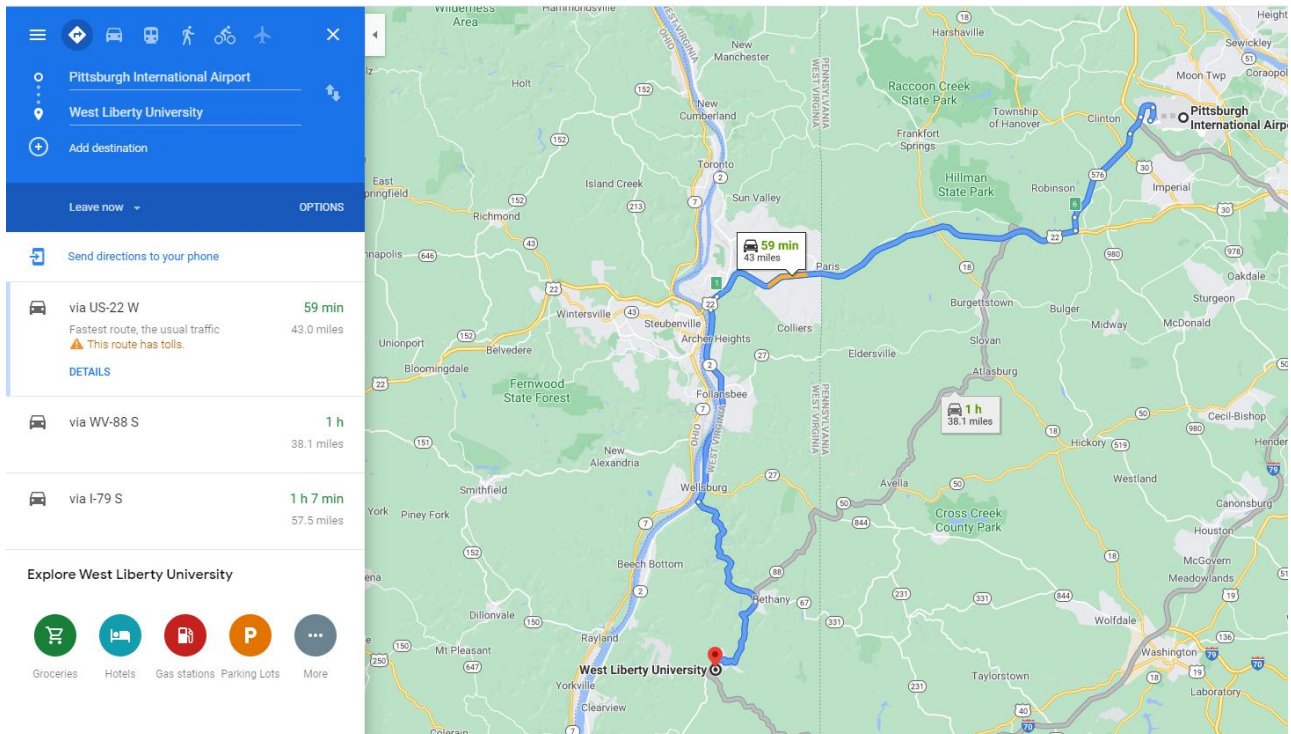
Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See [More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination 📍	County 📍	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 📅
Chicago	Cook / Lake	\$76	\$18	\$19	\$34	\$5	\$57.00

Showing 1 to 1 of 1 entries



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Department: West Liberty University						Division:			Section:						
Travel Purpose: APA Conference															
State Car:						https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates									
Personal Car: x						Current Mileage Rate: 0.575									
REGISTRATION REQUIRED?		YES		IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)											
		NO													
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	M & IE*	GSA PER DIEM	TAXABLE* AMOUNT	TOTAL			
9/15/2020	8:00	West Liberty, WV	43	24.73	185.00						0.00	209.73			
9/15/2020		Pittsburgh, PA		0.00							0.00	0.00			
9/15/2020		Chicago, IL		0.00			212.00		38.00	57.00	0.00	250.00			
9/16/2020		Chicago, IL		0.00			212.00		34.00	39.00	0.00	246.00			
9/17/2020		Chicago, IL		0.00					26.00	39.00	0.00	26.00			
9/17/2020		Pittsburgh, PA		0.00				20.00			0.00	20.00			
9/17/2020	23:00	West Liberty, WV	43	24.73							0.00	24.73			
				0.00							0.00	0.00			
				0.00							0.00	0.00			
				0.00							0.00	0.00			
				0.00							0.00	0.00			
				0.00							0.00	0.00			
				0.00							0.00	0.00			
Total Expenses page 2			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
TOTALS			86	49.46	185.00	0.00	424.00	20.00	98.00	135.00	0.00	776.46			
*GSA Meals & Incidentals (M&IE): https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup											*OTDED Trans ID:				
OTHER EXPENSES				EXPENSES PAID BY OTHER SOURCES/ADVANCES (attach receipt copies)											
DATE	ITEMS		AMOUNT	DATE	PMT CODE	ITEM AND VENDOR		AMOUNT							
9/17/2020	Parking @ PIT		20.00	9/15/2020	PCARD	Delta Airlines Airfare		185.00							
				9/15/2020	PCARD	Hotel		212.00							
				9/16/2020	PCARD	Hotel		212.00							
Total Other Expenses page 2			0.00	Total Paid By Other Sources/Advances page 2			0.00								
Total Other Expenses			20.00	Total Paid By Other Sources/Advances			609.00								
PMT CODES			Total Reimbursable Amount												
DB	DIRECT BILLED TO AGENCY			167.46											
PCARD	PURCHASE CARD			I certify that all expenses submitted for reimbursement accurately reflect costs incurred in connection with assigned duties of the traveler performed for a legitimate government reason and are not reimbursable from any other source.											
ADV	CASH ADVANCE ISSUED														
OTHER	PAID BY OTHER SOURCE														

Professor Smith will take the cost of complementary meals out of the Per diem and will be paid for mileage to and from the airport, the cost of parking at the airport and the cost of receipted invoices.

10. Make sure that all signatures are on the paperwork and any additional documentation is provided to the West Liberty Business Office. This includes mileage, receipts, currency conversions if applicable or the form will be rejected.
11. It is highly recommended that Travelers make copies of all receipts and forms prior to turning in the settlement form in case