

# West Liberty University

## Travel Guide

Revised 1/3/2018



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## 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. 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.

## 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 by travelers must complete a Travel Settlement Form located on the Business Office website. 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.

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](mailto: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 53.5 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 cleaned out before return to Maintenance. Only University personnel are permitted in State vehicles. No animals permitted.

### AIR TRANSPORTATION

University travelers may use National Travel Service to book all air transportation. 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.

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.

## 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.

## 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.