

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Rule No. FA-1

### TRAVEL

#### 1 General

##### 1.1 Scope:

- 1.1.1 This policy implements the rules and regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel", and for reimbursement of expenses to employees, members of the Marshall University Board of Governors, hereinafter referred to as the "Governing Board", members of institutional Boards of Advisors and other non-employees traveling on behalf of the Governing Board or its institution.
- 1.1.2 Consultants, contractors, and non-employees are not required to use these policies and regulations, with the institution's approval. Any consultant and contractor travel must be included as part of the consulting/contractor fee agreement.
- 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 policy; otherwise, this policy shall govern such reimbursement.

1.2 Authority: W. Va. Code §18B-1-6; §12-3-11

1.3 Passage Date: May 28, 2019

1.4 Effective Date: Upon passage

1.5 Controlling over: Marshall University

1.6 Background: This policy amends and replaces Marshall University Board of Governors Policy FA-2 (effective June 14, 2011), which amended Marshall University Board of Governors Policy FA-2 (effective June 17, 2010), which amended Policy FA-2 (effective June 28, 2006 and amended June 29, 2019), which replaced MUBOG Policy No. 3.

##### 1.7 Terms:

- 1.7.1 The word "President" herein refers to the President of Marshall University.
  - 1.7.2 The words "Marshall" and "institution" herein refers to Marshall University.
  - 1.7.3 The term "administrative procedures" herein refers to the various documents available in the University Travel Office and online which provide the guidelines for university-related travel.
- 1.8 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 or Commission

member, or other non-employee unless such claim meets all the requirements of this rule.

## **2 Delegation of Authority and Responsibilities**

- 2.1 Authority to manage, approve, or disapprove travel and travel-related expenses is delegated exclusively to the President. Authority may be revoked by the Governing Board.
- 2.2 The President may delegate authority to others within the institution to act as designee(s) for authorizing and approving travel and travel-related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this policy.
- 2.3 Travel may be authorized only for official business and only if the institution has the financial resources to reimburse the traveler for travel expenses.
- 2.4 The President or designee may develop administrative policies and procedures for the institution, consistent with this policy; state and federal laws; and Internal Revenue Service (IRS) regulations to provide additional guidance to employees and others traveling on behalf of the institution.
- 2.5 The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense account settlement meets all criteria established by this policy for reimbursement. The institution 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.

## **3 Travel Regulations Applicable to All employees, Non-Employees, Board Members, and Students**

- 3.1 Employees
  - 3.1.1 Approval to travel shall be secured in advance by the employee in accordance with this policy, and the administrative procedures of the institution. Under no circumstances should an employee travel without proper approval of the President or the President's designee(s).
  - 3.1.2 Employees are responsible for submitting a travel expense settlement with all required attachments to the institution in the manner and the time prescribed in the institution's administrative procedures after the last day of the approved travel.
- 3.2 Non-Employees
  - 3.2.1.1 When non-employees are eligible to receive payment for travel within the scope of business for the University or reimbursement of travel expenses, such payments or reimbursements shall be made in accordance with this policy and the administrative procedures of the institution.
- 3.3 Members of the Governing Board and Members of Institutional Boards of Advisors
  - 3.2.1 This policy shall govern reimbursement of travel expenses to Governing Board members and

Institutional Boards of Advisors members when a Board member requests reimbursement for such expenses from the Governing Board.

### 3.4 Students

3.4.1 When students are eligible to receive reimbursement of travel expenses, such reimbursements shall be made in accordance with this policy and the administrative procedures of the institution.

## 4 Transportation

### 4.1 Air 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 must make advance bookings utilizing the University Travel Office, or as provided for in the administrative procedures of the institution to secure the least expensive airfare possible. Reimbursement for tickets where reservations were not made in this manner requires prior written authorization from the President or their designee.

4.1.1.3 In order to receive reimbursement, the traveler must submit their E-Ticket Receipts, or the commercial airline ticket receipt. . If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for a proper credit or refund.

4.1.1.4 If an increase in the cost of airfare is incurred due to a flight change, the charge may be paid by institutional means or reimbursed only if the traveler is directed by a senior level institutional officer in writing. The change also must be based on University business purposes. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

4.1.1.5 Deliberately causing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or any other similar action is prohibited. Any credits, rebates, or refunds resulting from these actions must be returned to the institution.

#### 4.1.2 Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft

4.1.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.

- 4.1.2.2 If authorized in advance by the President, chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use.
- 4.1.2.3 A competitively bid charter service contract, if available, may be used, as appropriate.
- 4.2 Ground Transportation
  - 4.2.1 The traveler may use a state owned vehicle, privately owned vehicle, a commercial rental vehicle, or rail service for ground transportation when traveling on official business of the institution.
  - 4.2.2 State Owned Vehicles: The availability and use of a state-owned vehicle will be determined by the institution's administrative procedures.
  - 4.2.3 Privately Owned Vehicles/Courtesy: Privately owned and courtesy vehicles may be used when traveling on institutional business. Reimbursement will be made in accordance with the institution's administrative procedures and shall not exceed the prevailing rate per mile established by the Internal Revenue Service.
  - 4.2.4 Commercial Rental Vehicles: Commercial rental vehicles may be used. Reimbursement will be made in accordance with the institution's administrative procedures and shall not exceed actual costs. Receipts/documentation are required for reimbursement.
  - 4.2.5 Rail Service: May be used for ground transportation in accordance with the institution's administrative 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.
  - 4.2.6 Miscellaneous Ground Transportation: Miscellaneous ground transportation may be reimbursed in accordance with the institution's administrative procedures.
- 4.3 The traveler must possess a valid operator's license if operating a vehicle. The traveler is also responsible for passing Driver's training as specified in the administrative procedures of the institution. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.
- 4.4 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport based on the administrative procedures for the University.
- 4.5 Roadside assistance services for fleet, rental and personal vehicles, if required, may be reimbursed at actual costs if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

## **5 Lodging**

- 5.1 Reimbursement for lodging shall include the actual expense for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging shall be made in accordance with the institution's administrative procedures. Lodging receipts are required for reimbursement.

## **6 Meals**

- 6.1 Meal expense reimbursement shall be made in accordance with the institution's administrative procedures and current Internal Revenue Service limits as established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses.
- 6.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's procedures.
- 6.3 GSA per diem rates shall be used for reimbursement of meals and incidental expenses. Receipts are not required for expenses covered under per diem rates, except in cases of student or guardian travel.

## **7 Registration Fees**

- 7.1 Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable to the traveler and shall be made in accordance with the institution's procedures. Registration fees may be paid directly by the University when feasible.
- 7.2 Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement.
- 7.3 The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.
- 7.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

## **8 Other Expenses**

- 8.1 Travelers may incur other business-related expenses for which reimbursement may be made, if appropriate based on University travel procedures. Receipts are required for these expenses unless covered under the per diem amount as specified by GSA.
- 8.2 Non-reimbursable travel-related expenses include the cost of passports, interest on late payment of individually held credit cards, laundry fees (for trips lasting less than 7 days), and personal flight or baggage insurance.

- 8.3 Employees traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

## **9 Form of Payment for Business Travel**

- 9.1 Purchasing Card: Travelers should use the purchasing card issued by the state of West Virginia.
- 9.2 Cash Advance: Cash advances made by the institution will be handled in accordance with the institution's administrative procedure with approval by the WV State Auditor's Office.
- 9.2.1 Except where otherwise exempted by statute, policy, or waiver from the State Auditor's Office Purchasing Card Division, the Purchasing Card may not be used to obtain cash, cash credits, or cash advances.

## **10 Reimbursement Process**

- 10.1 The software and process used for reimbursement of travel expenses shall be those promulgated by Marshall University.

## **11 Provisions Applicable Only to the Marshall Board of Governors and President**

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

## **12 Exceptions**

- 12.1 Any exceptions to this policy must be documented in writing and approved by the President or their designee.