

ADMINISTRATIVE PROCEDURE
FIN-1
University Travel Procedures

Number: FIN-1	Name: University Travel
Purpose: This administrative procedure sets forth the procedures to be followed when traveling for University Business as referenced in MUBOG-FA2	
Responsible Unit: University Finance	
Approved by:	Approval Date:

Marshall University Administrative Travel Procedures

Revised October 2022

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1. Overview

Marshall University's goal is to support faculty, staff and students in their pursuit of research, professional development, and promotion of the university. As Marshall University's travel expenses grow, the need to manage these expenses becomes greater. It is through managed travel that we are able to provide support for the greatest amount of travel. Therefore, all Marshall University travel must go through the Marshall Travel Office, unless previous exclusions have been made.

It is the intent of these procedures to encourage travelers to minimize travel expenses, consistent with University business requirements. The procedures set forth in this document are to assist with the management of in-state, out-of-state and international travel, hereinafter referred to as "travel;" and for reimbursement of expenses to individuals traveling on behalf of or at the request of Marshall University, including employees and students.

Any and all exceptions to these procedures need prior approval from the CFO or the Director of Shared Business Services and must be documented as part of the travel settlement.

The University will pay for reasonable, appropriately documented, and properly authorized travel expenses within the guidelines of these procedures. In general, the cost of travel, accommodations and other related business expenses should be governed by what is reasonable and appropriate to the business purpose. Reimbursable business expenses should be incurred at the lowest cost consistent with good business practices, while still maintaining a sense of comfort for the person incurring the expense.

The Marshall University Travel Office has been created to streamline the travel process as well as obtain the best pricing available through the University's contracted on-sight travel agent. Additionally, the Travel Office will make every effort to provide the most economical travel options available to be booked within the travelers allotted budget.

These Administrative Travel Procedures are intended to meet the Internal Revenue Code (IRC) definition of an Accountable Plan. Reimbursements from the University for ordinary and necessary business expenses (that would otherwise qualify as deductible expenses if paid by an employee) under such an accountable plan will not be reported by the University to the IRS as taxable income to the recipient.

Under accountable plan rules, employee advances and reimbursements must meet the following rules:

- There must be a legitimate business purpose documented for the expense;
- All expenses must be substantiated to the University within a reasonable period of time;
- All amounts in excess of substantiated expenses (unused money from advances) must be returned to the University within a reasonable period of time.

If appropriate documentation for allowable expenses is not submitted to clear an advance, submitted for reimbursement, or submitted through the procurement card process, and/or any excess advance monies are not returned within sixty (60) days of date the expense was incurred or within thirty (30) days from date of return, these amounts will be included in taxable income or deducted from the paycheck of the employee who received an advance for such expenses. Similarly, if Marshall University pays for an expense which is later determined not to meet the accountable plan requirements, the amount will be added to the employee's taxable income on Form W-2.

Marshall University will not issue a check in payment of any claim for travel expenses incurred by an employee unless such claim meets all the requirements in these procedures.

Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they supersede those contained in this policy; otherwise, this manual shall govern such reimbursement.

All consultant, guest speaker and contractor travel are to be included as part of the BOG48 agreement and invoice are not applicable to these procedures and are not processed through the Travel Office.

2. Definitions

- Administrative Travel - 1 day's travel within 100 miles one way of the traveler's assigned campus (Huntington, South Charleston, MOVC, etc.) for purpose of instruction, training or required business meeting on behalf of Marshall University that does not incur Purchasing Card (P-Card) charges.
- Candidate Travel – Travel by perspective candidates for employment by Marshall University.
- Direct Billed – Invoices paid by University outside of the P-Card process.
- GSA Rate - GSA establishes the per diem rates for the lower 48 Continental United States, which are the maximum allowances that employees are reimbursed for meal and incidental expenses incurred while on official travel.
- Guardian Travel - Transporting or accompanying clients, patients, students or others entrusted to the University for their care, education or placement.
- P-Card – Credit card issued in the name of an individual employee of Marshall University. These are issued by the financial institution and administered by the State Auditor to make payment for transactions.
- Per Diem Rate: The established GSA rate (see above) for meals and incidentals. This rate does include taxes and tips in the rate, so travelers will not be reimbursed separately for those items. Per Diem Allowance, describes incidental expenses as: fees and tips given to wait staff, porters, baggage carriers, hotel staff, and staff on ships.
- Rate Conversion – Market price for which one currency can be exchanged for another.
- Receipt – Itemized document indicating the traveler's name, the vendor name, the date, what was purchased, quantity that was purchased, and the total amount charged in a transaction.

3. Travel Authorization

All University business travel regardless of payment source must be authorized in advance, with the exception of Administrative Travel as outlined in section 6, and should be processed through the Marshall University Travel Office utilizing the Marshall University contracted travel agent. The authorization process should be initiated no less than 45 days prior to travel and completed no less than 30 days prior to initial planned travel day. This timeline helps secure the most reasonable travel accommodations for the traveler. Please call or visit the travel office to initiate the process.

Marshall University Travel Office
Office located in Old Main 308
Phone: 304.696.5717 or 304.696.5716
Email: travel@marshall.edu

Once travel authorizations have been obtained, registration, hotel, airfare, and car rental reservations can all be made through the travel office.

4. Travel Settlements

Travelers are responsible for submitting a Travel Settlement Form with all required attachments in accordance with these procedures in order to substantiate expenses and/or qualify for reimbursement of expenses paid out-of-pocket by the traveler. The Travel Settlement Form with required documentation must be submitted to Marshall Travel Office within ten (10) business days following the last day of the approved travel. The last date of approved travel is

identified as the last date listed on the approved Travel Authorization Form or the last date for which expenses are listed on the Travel Settlement Form. For trips of a repetitive nature and for those who accumulate repetitive mileage expenses, an accumulated Travel Settlement Form may be submitted monthly provided that expenses are submitted by the 10th of the month following the travel.

5. Allowable and Unallowable Travel Expenses

This section outlines the guidelines for what is and is not an allowable travel expense.

a. Separating Business and Personal Travel Expenses

Careful records must be maintained to separate personal expenses incurred from the reimbursable or allowable business expenses of a trip. The University will not reimburse any personal expenses incurred. Any additional costs incurred due to stopovers or route modifications made for the convenience of the traveler will be the traveler's responsibility.

Travel expenses are considered business expenses and are therefore allowable for the following days:

- One day prior to the start of University business (International travel is allowable 2 days prior)
- All days University business is being conducted
- One day following the conclusion of University business.

Any additional days will require further business justification or will be considered personal.

All personal travel must be disclosed on the travel authorization form. If personal travel is included within a trip, cost differential must be documented to substantiate that Marshall University is not incurring any additional cost. This is accomplished by obtaining comparative quotes at the same time for the difference between business travel dates and business travel dates plus the personal travel dates using the lowest fare available for the business travel dates. If personal travel creates a reduction in travel expenses the traveler is not entitled to any of the generated savings.

P-Card cannot be used for travel that includes personal travel when it exceeds cost of business travel. Expenses must be borne by the traveler. Any and all employee reimbursements made against a travel authorization must be provided as documentation for the Travel Settlement.

Example of exceeding cost:

Traveler has been authorized to travel to Dallas from May 24th through May 27th (4 days). Traveler would like to add 2 days of personal travel while in Dallas and return on May 29th which creates additional costs for airfare, rental car and lodging.

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- Lowest airline quote for May 24<sup>th</sup> departure & May 27<sup>th</sup> return is \$600.
- Airline quote for May 24<sup>th</sup> departure & May 29<sup>th</sup> return is \$800.
- Lodging cost is \$100 per night.
- Rental car cost is \$40 per day.

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Due to the increase in cost for the personal travel, P-Card cannot be used for the airfare or rental car.

Reimbursement request can be made with the proper documentation for the \$600 airfare.

Meals on personal days are not to be reimbursed.

Only the business portion of the cost of lodging \$300 (3 nights @ \$100) and rental car \$120 (3 days @ \$40) would be reimbursed on the travel settlement.

Example of cost saving: Traveler has been authorized to travel to Dallas from May 24th through May 27th (4 days). Traveler would like to add 2 days of personal travel while in Dallas and return on May 29th which creates additional costs for airfare, rental car and lodging.

- Lowest airline quote for May 24th departure & May 27th return is \$600.
- Airline quote for May 24th departure & May 29th return is \$400.
- Lodging cost is \$100 per night.
- Rental car cost is \$40 per day.

Due to the cost being cheaper with personal verses business travel, P-Card may be used on the flight with personal use.

Meals on personal days are not to be reimbursed.

Only the business portion of the cost of lodging \$300 (3 nights @ \$100) and rental car \$120 (3 days @ \$40) would be reimbursed on the travel settlement.

b. Transportation

When operating a vehicle while on University business travel, the operator (Traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence.

When seeking personal vehicle mileage, the max mileage reimbursement is 150 miles not to exceed \$75.00 on the first and last day of business travel only. (Also see section 10 for Candidate Travel mileage reimbursement regulations.)

All travelers are responsible for completing University required Driver's Training through the Office of Health and Safety.

i. Commercial Airlines

Allowable:

- Actual expense or cost of the least expensive logical fare via the most direct route, or reasonable alternative route if it results in a lower fare;
- Select airfare fees, such as overweight baggage, may be allowed based on travel requirements.
- Processing fees charged by the travel agency;
- Fees incurred for changes in airfare cost only if the traveler is directed by the appropriate Vice President or Dean to change her or his travel plans to conduct business on behalf of the University.
- Baggage fees at airport

Unallowable:

- Travelers may not specify a particular airline in order to accumulate mileage for promotional plans, such as frequent flier points, if it results in a higher airfare;
- Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flyer points or mileage, or similar benefits;
- Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal tickets or similar actions.
- Fees incurred for changes in airfare due to traveler's negligence.

ii. Ground Transportation

1. Privately Owned Vehicle

Privately-owned vehicles may be used for approved travel with approval or when University owned or leased vehicles are unavailable with the following limitations.

- Privately-owned vehicle should not be used when reimbursement cost is expected to exceed \$75 per first and last day of travel only, \$150 per trip or mileage reimbursement is expected to cost more than the cost of commercial travel (air, rental car, etc.).
- Reimbursement will be made at the prevailing rate per mile established by the institution, excluding normal daily commuting mileage, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. This rate is intended to cover all operating cost of the vehicle (including fuel, maintenance, depreciation, insurance, etc.) and no additional reimbursement will be made.

Mileage reimbursement must be substantiated with documentation of a mapping application (Google maps, MapQuest, etc.) disclosing both the starting and ending location names as well as a complete visual image of the map containing the starting and ending points.

Drivers must complete the Driver Training Course that the West Virginia Board of Risk and Insurance Management requires. It is to be completed once every calendar year in order to receive reimbursement on personal vehicle mileage. It takes approximately 30 minutes to complete and can be found at: <http://www.marshall.edu/finance/travel-driver-training/>.

If renting a 15 passenger van, additional training is required for any drivers. This training can be obtained by contact the University's Office of Health and Safety.

Reservation of a University owned vehicle can be made by the Travel Office or by the Public Safety Office directly.

2. Commercial Rental Vehicle

For any trips over the \$150 per trip limit reimbursement, you must rent a car from Enterprise or Hertz.

If you feel that you have a justifiable reason to be exempt from renting a car, you must obtain an exemption from the CFO or designee ahead of time, or your reimbursable mileage cost for that date will be capped at \$75

Only the state employee renting the vehicle is permitted to operate the vehicle unless another state employee registers to operate the vehicle with the rental company.

The purchase card is the only acceptable method of payment when renting a vehicle without prior approval. Reimbursement for rentals made outside the statewide car rental contract requires written authorization from the CFO or designee. Reimbursement will be made at actual cost for the daily rental fee for a standard size, or smaller vehicle, plus mileage fees or fuel cost. Fuel may be pre-purchased at the rental counter. For travel of more than a few days in duration, weekly rental rates may be used if they will result in a lower total cost than the daily rate.

Reimbursement may be made for full-size vehicles 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.

3. Rail/Bus/Shuttle Service

Rail/Bus/Shuttle Service may be used for ground transportation.

Travelers are expected to make advanced bookings, where appropriate, and to use the least expensive logical fare.

4. Taxi Service

Taxi services may be used when traveling to and/or from:

- Airports and places of lodging;
- Places of lodging and business; and
- Places for meals

Services such as Uber or Lyft are allowable as a form of transportation.

iii. **Other**

Other forms of transportation such as chartered aircraft service or privately owned aircraft or watercraft must have prior authorization by the CFO or designee. A competitively bid charter service contract may be used.

c. **Lodging**

Travelers may pay for hotel expenses while on official University travel. If travel is booked through the Travel Office or if traveler is using a P-Card to pay for the lodging expense, all personal expenses must be removed prior to using the P-Card for payment. This includes room service, spa services and/or self-service drinks and snacks.

Allowable:

- Single Room charge;
- Applicable taxes or fees;
- Multiple occupancy charges – increased room rate when all travelers are on University business; and
 - Additional occupants must be identified and both travel settlements should disclose the sharing of lodging;
- Business internet access; and
- Business phone charges.

Unallowable:

- Multiple occupancy charges – increased room rate when only one traveler is on University business;
- Personal expenses (i.e. movies or room service);
- Personal internet access; and
- Personal phone charges.

d. **Meals**

- Meals while on business travel that includes an overnight stay can be reimbursed to the Traveler.
- A GSA rate per day meal per diem flat rate will be used to calculate the reimbursement for authorized travel.
- The Per Diem rate does include taxes and tips, so travelers will not be reimbursed separately for those items. Per Diem Allowance, describes incidental expenses as: fees and tips given to wait staff, porters, baggage carriers, hotel staff, and staff on ships.
- No receipts will be required for the meal reimbursement for the per diem rate.
- Any provided meals will be deducted;
 - Meals provided during air travel will not be deducted;
- No meal reimbursement will be made for single day travel.
- Calculation of meal reimbursement, including any deductions for provided meals, will be made based on the following schedule:

EXAMPLE: If the per diem rate is \$50 per GSA

First & Last day of travel	
75%	\$37.50
Breakfast (20% of 75%)	\$7.50
Lunch (20% of 75%)	\$7.50
Dinner (60% of 75%)	\$22.50
Other days of travel	
Day	\$50.00
Breakfast (20%)	\$10.00
Lunch (20%)	\$10.00
Dinner (60%)	\$30.00

e. Registration Fees

Payment can be made for registration fees or charges to attend conferences, meetings, seminars and/or workshops for official University business by using the P-Card where accepted.

Allowable Fees Include:

- Registration fees that include lodging and/or meals;
- Registration fees direct billed to the institution when P-Card is not accepted;
- Advance payment for registration fees; and
- Cancellation fee is allowable if the traveler is required to change travel plans for University business reasons or with a waiver by the CFO or designee.

Unallowable Fees Include:

- Cancellation fee due to the failure of the traveler or traveler's representative to notify the event sponsor in a timely manner; and
- The traveler will not receive additional allowance or reimbursement for lodging or meals that are included in registration fees.

f. Miscellaneous Expenses

Travelers may incur other business related expenses for which reimbursement or P-Card payment can be made. Receipts should be itemized for reimbursement. Below is a list of authorized expenses

Allowable Additional Expenses:

- Fuel for rental vehicles
- Baggage fees by airlines
- Baggage storage between appointments and between hotels and meeting places
- Parking fees, tolls, etc.
- Business communication expense such as:
 - i. Fees for local, long distance or direct-billed calls
 - ii. Mobile phone charges
 - iii. Fees for internet usage
- Currency conversion
- Guides and interpreters required for business with approval from CFO or designee

- Shipping charges associated with presentation materials

Unallowable Additional Expenses:

- Laundry fees for stays less than 7 days (unless allowable by grant for stays less than 7 days)
- Supplemental personal health or baggage flight insurance
- Fuel for personal vehicle
- Personal phone calls
- Personal Entertainment
- Fees associated with passports

g. Insurance

- Travel protection airfare insurance will not be reimbursed or paid for by P-card.
- For rental cars, Collision Damage Insurance (CDW) is provided at no cost for rentals up to 31 days when paying with a Purchase Card, which is required method of payment.
- International travel health insurance will not be reimbursed or paid for by P-card.

h. Unallowable Expenses

Below is a list of unallowable travel expenses. This list are offered for reference and are not intended to be all inclusive. To determine if an anticipated expenses is reimbursable please inquire via email at travel@marshall.edu.

- Maid Service
- Alcoholic Beverages
- Gratuity
- Auctions
- Meals for Single Day Travel
- Baggage Storage
- Medicine
- Car Rental Insurance PAI, SLP, CDW, LDW
- Membership Dues (unless prior approval given by Director of AP or Director of Shared Business Services)
- Car Wash
- Parking Tickets
- Daily/Nightly Cruises
- Refrigerator Rental
- Early boarding fees
- Tours
- Interest on Personal Credit Cards
- Laundry Service (for travel less than 7 days)
- Travel for Guest Speakers or Consultants
- Room Service, spa services, etc. Any unusual expenses must be included on the travel authorization in order to be considered for reimbursement.

6. P-Card

The P-Card is the preferred source of payment on travel. Once approvals are complete, travel items that are approved and will be paid for through the University can be booked through the travel office on their P-cards, which keeps the traveler from having to wait for reimbursement on these approved charges. These items may include, registrations, hotel bookings, flight bookings, and car rentals.

For references on P-Card policy please view the link below,

<http://www.marshall.edu/finance/purchasing-card-policies-and-procedures/>

[http://www.wvsao.gov/purchasingcard/stategovernment/files/P-Card Policies Procedures rev Aug 2015.pdf](http://www.wvsao.gov/purchasingcard/stategovernment/files/P-Card%20Policies%20Procedures%20rev%20Aug%202015.pdf)

7. Administrative Travel

Travel authorization is not required for administrative travel which is defined as a single day's travel within 100 miles of the traveler's assigned campus (Huntington, South Charleston, MOVC, etc.) for purpose of instruction, training or required business meeting on behalf of Marshall University. However, if a travel expense(s) is anticipated to be paid with a P-Card or to be reimbursed, then a travel authorization is required.

Example:

Traveler has been invited to a lecture at the State Capital. There is a \$50 fee which can be paid with a P-Card and is deemed as a reimbursable travel expense.

A travel authorization would be required due to the use of P-Card for the lecture fee even though the travel is within 100 miles of the Huntington Campus.

8. International Travel

When international travel occurs, traveler must comply with normal travel procedures in preparing the trip and settling the trip with the travel coordinator. Itemized receipts must be converted with Oanda Currency Converter, which can be found by going to <https://www.oanda.com/currency/converter/>. Visas and passports are considered a personal expense and will not be reimbursed.

9. Candidate Travel

Candidate travel is an authorization to be completed and approved through the appropriate Department / College unit. The candidate is the only signature not required on the authorization. The Travel Office will book the lowest priced airfare and the hotel with the P-Card based on the schedule provided by the hiring Department or College. Candidate may be reimbursed for meals, once they provide an itemized receipt. Candidate may not add extra charges to the hotel room.

If the candidate decides to drive their personal vehicle, they are allowed mileage reimbursement based off of MapQuest or Google Maps but not to exceed the lowest airfare.

10. Receipt Requirement

Itemized receipts for all hotel, rental, registrations, airfare and other expenses are required for reimbursement on the settlement. Meal receipts are not required unless it pertains to guardian travel in which receipts are required for reimbursement and must be itemized.