

**PROCUREMENT, CONTRACTING & PAYMENT SERVICES**



# **TRAVEL MANUAL**

**WEST VIRGINIA UNIVERSITY &  
WEST VIRGINIA UNIVERSITY RESEARCH CORP**



**Revised March 1, 2016**

---

# TABLE OF CONTENTS

1.	INTRODUCTION.....	4
1.1.	General.....	4
1.2.	Authority.....	4
1.2.1.	WVU.....	4
1.2.2.	WVU Research Corporation.....	4
1.3.	Scope.....	4
1.4.	Ethics.....	5
2.	PROPER OVERSIGHT.....	5
2.1.	Responsibilities.....	5
2.1.1	Chief Executive Officer.....	5
2.1.2	Procurement, Contracting, and Payment Services.....	5
2.1.3	Dean, Directors, or Designees.....	6
2.1.4	College/Division Expert Business Office.....	6
2.1.5	Travel Coordinators.....	7
2.1.6	Principal Investigator.....	7
2.1.7	Traveler.....	7
3.	APPROVAL TO TRAVEL.....	8
3.1.	Required Travel Authorization.....	8
4.	ALLOWABLE AND UNALLOWABLE TRAVEL EXPENSES.....	8
4.1.	General.....	8
4.2.	Separating Business and Personal Travel Expenses.....	8
4.3.	Air Transportation.....	8
4.3.1.	Commercial Airlines.....	8
4.3.2.	Non-Commercial Aircraft - Chartered or Privately Owned Aircraft.....	9
4.4.	Ground Transportation.....	9
4.4.1.	General.....	9
4.4.2.	Commercial Rental Vehicles.....	10
4.4.3.	Vehicle Insurance Coverage.....	10
4.4.4.	Privately Owned Vehicles (POV).....	10
4.4.5.	Courtesy Vehicles.....	10
4.4.6.	Rail/Bus/Shuttle Service.....	11
4.4.7.	Taxi Service.....	11
4.5.	Lodging.....	11
4.5.1.	General.....	11
4.5.2.	Allowable Expenses Include:.....	11
4.5.3.	Unallowable Expenses Include:.....	11
4.6.	Meal and Incidental Expense Reimbursement.....	11
4.6.1.	Meal per Diem.....	11
4.6.2.	Examples of Incidental Expenses:.....	12
4.6.3.	Allowable Expenses Include:.....	12
4.6.4.	Unallowable Expenses Include:.....	12
4.6.5.	Receipts.....	12
4.7.	Guardian/Team (Student) Travel.....	13
4.8.	Registration Fees.....	13
4.8.1.	General.....	13
4.8.2.	Allowable Fees Include:.....	13
4.8.3.	Unallowable Fees Include:.....	13
4.9.	Other Business Related Costs.....	13
4.9.1.	General.....	13
4.9.2.	Allowable Additional Expenses:.....	13
4.9.3.	Unallowable Additional Expenses:.....	14
4.10.	Relocation/Moving Expenses.....	14
5.	PAYMENT METHODS.....	14
5.1.	PCard.....	14

5.1.1.	General .....	14
5.1.2.	Tax Exemption .....	14
5.1.3.	Use of PCard for Athletics Training-Table Meals.....	14
5.2.	Team Cards - Guardian/Team (Student) Travel .....	15
5.2.1.	General .....	15
5.2.2.	Team Card Settlement Information .....	15
5.3.	Expenses Paid with Personal Funds .....	15
5.3.1.	Travel Settlements.....	15
5.3.2.	Direct Deposit .....	16
5.4.	Direct Billing.....	16
6.	<b>RECEIPT REQUIREMENTS .....</b>	<b>17</b>
6.1.	PCard Receipt Requirements.....	17
6.1.1	General .....	17
6.2.	Personal Funds Receipt Requirements .....	17
6.2.1	General .....	17
	<b>APPENDIX 1: TRAVEL-RELATED EXPENSES AT A GLANCE .....</b>	<b>19</b>
	<b>APPENDIX 2: MEAL PER DIEM CALCULATION .....</b>	<b>20</b>
	<b>GLOSSARY OF TERMS .....</b>	<b>21</b>
	<b>INDEX .....</b>	<b>24</b>

## 1. INTRODUCTION

### 1.1. General

This Manual contains the procedures applicable to the travel program for West Virginia University (WVU) and West Virginia University Research Corporation (WVURC), hereinafter referred to as the “University Travel Program.” The following Manual applies fully to both WVU and WVURC.

### 1.2. Authority

#### 1.2.1. WVU

The following state code, state rules, WVU Board of Governor and WVU Division of Administration and Finance apply to this Travel Program:

- A. State: State of West Virginia Legislative Code §12-3-11. Higher Education Policy Commission Title 133 Procedural Rule Series 29; and
- B. WVU Board of Governors: Travel Policy #4, found at:
  - <http://bog.wvu.edu/r/download/4208>

#### 1.2.2. WVU Research Corporation

While WVU Research Corporation is not covered by the authorities listed in Section 1.2, above, it has generally adopted this Travel Program.

### 1.3. Scope

The University Travel program applies to all employees or prospective employees of West Virginia University and WVU Research Corporation (hereinafter referred to as “the University”) concerning the management of in-state, out-of-state and international travel, (hereinafter referred to as “travel”), and for reimbursement of expenses to employees, non-employees traveling on behalf of the University and members of the following boards: West Virginia University Board of Governors, WVURC Board of Directors ... (hereinafter referred to as “the Boards”).

The University Travel Program does not apply to consultants and contractors. All consultant or contractor travel should be included as part of the consulting/contractor fee agreement.

All payments and reimbursements 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 of the University Travel Program, otherwise, reimbursement will be governed by these policies and procedures.

## 1.4. Ethics

According to the West Virginia Ethics Commission, travelers may not participate in programs that offer frequent flier miles, hotel bonus points or other travel incentives if such participation results in additional costs to the University. Use of your position for personal gain is also a violation of the State's ethics laws. Additional information concerning the Ethics Commission can be found at:

- <http://www.ethics.wv.gov/Pages/default.aspx>

## 2. PROPER OVERSIGHT

### 2.1. Responsibilities

#### 2.1.1 Chief Executive Officer

- A. The authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the presidents of WVU/WVURC, hereinafter referred to as the "Chief Executive Officers." Such delegated authority may also be revoked by the Boards.
- B. The Chief Executive Officer may also delegate authority to others within her or his respective institution to act as her or his 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 manual.

#### 2.1.2 Procurement, Contracting, and Payment Services

The responsibility for interpretation and management of this Manual rests with Procurement, Contracting, and Payment Services Travel Unit (hereinafter referred to as "PCPS"). This unit's areas of responsibility include the following:

- A. Review of all Travel Settlements submitted for reimbursement to ensure that each expenditure is in compliance with the University's policies and procedures;
- B. Attempt to resolve any minor issues or clarifications/corrections by phone or email;
- C. Return Travel Settlements in need of corrections that cannot be made by the PCPS Travel Unit (i.e. original signatures, original receipts, etc.) to the Expert Business Office in a timely manner;

- D. Submit Travel Settlements to the State Auditor's Office for final payment for State funded expenditures; complete payment directly for WVURC funded expenditures;
- E. Provide guidance to Expert Business Office (EBO) personnel, travel coordinators, and/or travelers on relevant policies and procedures; and
- F. Provide relevant training to travel coordinators and travelers.

### **2.1.3 Dean, Directors, or Designees**

- A. The Dean, Director, or designee of each College/Division is responsible for ensuring that all employees who travel or have travel responsibilities within their respective area comply with the established internal controls and relevant policies and procedures. The Dean, Director or Designees must be knowledgeable of the University Travel Program.
- B. The Dean, Directors, or Designees are responsible for approving and signing Travel Settlements.

### **2.1.4 College/Division Expert Business Office**

Within each Expert Business Office, the Chief Business Officer (CBO) or their designee is responsible for ensuring compliance with this Manual. The CBO must be knowledgeable of all University Travel Program policies and procedures. CBO responsibilities include but are not limited to:

- A. Establish and implement internal travel management practices that ensure compliance with the University Travel Program;
- B. Appoint Travel Coordinators in a sufficient number to allow for the thorough and timely performance of their responsibilities;
- C. Ensure travel coordinators obtain proper training prior to assuming their duties;
- D. Ensure appropriate designees are in place to review and approve all Travel Settlements that include arrangements other than the most cost effective method of travel, as well as Travel Settlements submitted after the 60 day deadline;
- E. Establish procedures that adequately verify that appropriate and applicable funds are available prior to travel.

### **2.1.5 Travel Coordinators**

The Travel Coordinator is the main point of contact for PCPS for the submission and completion of Travel Settlements. Travel Coordinators must be knowledgeable of all University Travel Program policies and procedures. A Travel Coordinator's responsibilities include, but are not limited to:

- A. Monitor traveler compliance, which includes:
  - i. Ensure travel arrangements are made in accordance with policies and procedures;
  - ii. Ensure all original receipts are properly handled based on payment method; and
  - iii. Obtain proper approval signatures;
- B. Disseminate updated University Travel Program policies and procedures to all of his/her travelers; and
- C. Providing clarifications, additional documentation, or modifications requested by PCPS to complete the travel reimbursement process.

### **2.1.6 Principal Investigator**

Principal Investigator (PI) approval is required for all travel associated with a sponsored award. PI's must review each request and determine if the proposed travel is allowable based on the terms of the sponsored award. PI Signature approval is required for each Travel Settlement funded from their sponsored award. If the PI is also the Traveler, the Travel Settlement must be signed by the Dean/Director/Designee.

### **2.1.7 Traveler**

Travelers must be knowledgeable of all University Travel Program policies and procedures. A Traveler's responsibilities include but are not limited to:

- A. Understand the University Travel Program;
- B. Ensure any and all travel arrangements are made in accordance with this Manual;
- C. Submit Travel Settlements within 60 calendar days after returning from trip; and
- D. Register with the WVU Office of International Programs (OIP) before traveling with students internationally on university-related activities. More information can be found at <http://internationalprograms.wvu.edu/students>.

### 3. APPROVAL TO TRAVEL

#### 3.1. Required Travel Authorization

- A. Travel may be authorized only for official University business, and sufficient and appropriate financial resources must exist to reimburse the traveler or pay for travel expenses.

Although no form or other written notice is required, travel must be approved by the traveler's supervisor beforehand. If the travel is grant funded, the Traveler must follow any grant regulations regarding travel authorization requirements.

### 4. ALLOWABLE AND UNALLOWABLE TRAVEL EXPENSES

#### 4.1. General

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



**Remember! Except where noted below, the Senior Associate Vice President or designee must approve any exceptions for reimbursement/payment of any expenses deemed unallowable.**

#### 4.2. 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:

- i. One day prior to the start of University business
- ii. All days University business is being conducted
- iii. One day following the conclusion of University business.

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

#### 4.3. Air Transportation

##### 4.3.1. Commercial Airlines

- A. The following outlines what expenses and practices associated with the purchase of airfare are allowable and unallowable. If combining personal travel with



business travel, a flight cost comparison must be documented to show no additional cost was incurred by the University.

**B. Allowable:**

- i. Actual expenses or cost of the least expensive and logical airfare via the most direct route;
  - a) Airfare paid with personal funds can be reimbursed up to 180 days before the trip begins
- ii. Processing fees charged by a travel agency; and
- iii. Fees incurred for changes in airfare plans due to business related reasons or other extenuating circumstances.

**C. Unallowable:**

- i. 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;
- ii. Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits; and
- iii. Fees incurred for changes in airfare due to traveler's negligence.

**4.3.2. Non-Commercial Aircraft - Chartered or Privately Owned Aircraft**

- A. For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Boards, the traveler shall follow the guidelines of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.
- B. If authorized by the Chief Executive Officer or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare.
- C. A competitively bid charter service contract may be used.

**4.4. Ground Transportation**

**4.4.1. General**

- A. 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.
- B. In the event a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses not to exceed the

lowest available commercial airfare plus local transportation and related expenses to and from the airport.

- C. Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable.

#### **4.4.2. Commercial Rental Vehicles**

- A. Travelers may use a commercial rental vehicle when on official University business travel. Travelers are highly encouraged to use the contracted vehicle vendor at all times. WVU/WVURC PCard is the preferred payment method. The University's contract information can be found at:

- <http://procurement.wvu.edu/payment-services/travel>

- B. **Allowable:**

- i. Actual cost of the daily rental fee for a mid-size or smaller vehicle;
- ii. Securing a weekly rental rate if it results in a lower total than the daily rate;
- iii. Use of a full size vehicle if two or more people are traveling together;
- iv. Use of a larger than full size vehicle if three or more people are traveling together; and
- v. Use of a larger or specially equipped vehicle if required to accommodate the special need of a traveler.

- C. **Unallowable:**

- i. Use of a larger than mid-size vehicle without justification (must be noted on Travel Settlement or with PCard documentation).

#### **4.4.3. Vehicle Insurance Coverage**

- A. Effective November 1, 2015, commercial auto liability and auto physical damage insurance coverage is included in the rental vehicle rate.
- B. WVU, WVU Tech, Potomac State College, and WVU Research Corporation employees are not to purchase any Enterprise optional insurance coverage when renting a vehicle.

#### **4.4.4. Privately Owned Vehicles (POV)**

- A. Travelers may use a Privately Owned Vehicle (POV) for official University business travel. Reimbursement will be made using the approved University mileage rate effective during the time period travel occurs.

#### **4.4.5. Courtesy Vehicles**

Courtesy vehicles may be used when permanently assigned to one employee or department. Reimbursement will be made using the approved Courtesy Rate.

#### **4.4.6. Rail/Bus/Shuttle Service**

- A. Rail/Bus/Shuttle Service may be used for ground transportation.
- B. Travelers are expected to make advanced bookings, where appropriate, and to use the least expensive logical fare.

#### **4.4.7. Taxi Service**

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

- A. Airports and places of lodging;
- B. Places of lodging and business; and
- C. Places where meals are taken, but only if meals cannot be obtained at places of lodging/business.

### **4.5. Lodging**

#### **4.5.1. General**

Travelers may pay for hotel expenses while on official University travel. If using a PCard to pay for the lodging expense, all personal expenses must be removed prior to using the PCard for payment. This includes room service and/or self-service drinks and snacks.

#### **4.5.2. Allowable Expenses Include:**

- A. Room charge;
- B. Applicable taxes or fees; see <http://taxservices.wvu.edu/>
- C. Multiple occupancy charges – increased room rate when all travelers are on University business;
- D. Business internet access; and
- E. Business phone charges.

#### **4.5.3. Unallowable Expenses Include:**

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

### **4.6. Meal and Incidental Expense Reimbursement**

#### **4.6.1. Meal per Diem**

- A. Meals and incidental expenses (M&IE) while on business travel can be reimbursed to the Traveler. This reimbursement rate is based on the travel

destination and is not to exceed the rate established by the General Services Administration (GSA).

- <http://gsa.gov/portal/content/104877>

- B. A flat rate is calculated into each meal per diem to cover incidental expenses. When meals are provided for a traveler (i.e. included in registration fee), the per diem rate must be reduced by the amount allotted for that particular meal by the GSA. M&IE break down charts can be found at:
- Domestic: <http://gsa.gov/portal/content/101518>
  - Foreign: [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=114&menu_id=78)
- C. All meal expenses must be reimbursed based on the Meal Calculator Guidelines provided by PCPS. This guide can be found at Appendix 2. This guide applies to foreign and domestic travel.

#### 4.6.2. Examples of Incidental Expenses:

- A. Fees and tips to:
- i. Porters, baggage carriers, bellhop, valets;
  - ii. Hotel maids/servants; and
  - iii. Flight attendants and those on ships;
- B. Mailing cost associated with filing Travel Settlements.
- C. Transportation between places of lodging or business and places where meals are taken, (See Section 4.4.7)

#### 4.6.3. Allowable Expenses Include:

- A. Reimbursement for actual expenses up to the authorized daily rate; and
- B. Guardian Travel meal expenses paid via PCard. (See Section 4.7 for additional information on Guardian Travel).

#### 4.6.4. Unallowable Expenses Include:

- A. Incidental expenses claimed in addition to the full M&IE rate;
- B. Meal expense reimbursement for single day travel;
- C. Individual meal expenses on PCard; and (See Section 4.7 of the Travel Manual)
- D. Alcoholic beverages and entertainment expenses (unless to be paid by WVURC funds and only if approved in advance and in writing by the Treasurer).

#### 4.6.5. Receipts



**Remember! Receipts are not required for meal expenses unless the Traveler is engaged in Guardian Travel (see Section 4.7).**

#### **4.7. Guardian/Team (Student) Travel**

Guardian/Team Travel is defined as: Travelers transporting or accompanying clients, patients, students, or others entrusted in their care, education or placement.

- A. Original itemized receipts are required; or in lieu of receipts for students, a student signature form may be provided.
- B. The “Guardian” or “Responsible Party” is required to exercise good judgment in determining “reasonable expenses” to incur for the situation.

#### **4.8. Registration Fees**

##### **4.8.1. General**

Payment can be made for registration fees or charges to attend conferences, meetings, seminars and/or workshops for official University business.

##### **4.8.2. Allowable Fees Include:**

- A. Registration fees that include lodging and/or meals;
- B. Registration fees direct billed to the institution when PCard is not accepted;
- C. Advance payment for registration fees; and
- D. Cancellation fee is allowable if the traveler is required to change travel plans for business reasons or other extenuating circumstances,

##### **4.8.3. Unallowable Fees Include:**

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

#### **4.9. Other Business Related Costs**

##### **4.9.1. General**

Travelers may incur other business related expenses for which reimbursement or PCard payment can be made. Below is a list of authorized expenses. Receipt requirements may vary, please see chart included in this Manual for a full list of expenses and required receipts.

##### **4.9.2. Allowable Additional Expenses:**

- A. Fuel for rental vehicles
- B. Baggage fees by airlines
- C. Baggage storage between appointments and between hotels and meeting places
- D. Parking fees, tolls, etc.

- E. Business communication expense such as:
  - i. Fees for local, long distance or direct-billed calls
  - ii. Mobile phone charges
  - iii. Fees for internet usage
- F. Currency conversion
- G. Guides, interpreters, passports, and visa fees
- H. International travel health insurance
- I. Shipping charges associated with presentation materials

#### **4.9.3. Unallowable Additional Expenses:**

- A. Laundry fees(unless allowable by grant)
- B. Supplemental personal health or baggage flight insurance
- C. Fuel for personal vehicle
- D. Personal phone calls
- E. Personal Entertainment

#### **4.10. Relocation/Moving Expenses**

Reasonable expenses incurred by a person newly employed by the University. Please see WVU-PS-14 Reimbursement of Relocation Expenses Policy for further information:

- <http://procurement.wvu.edu/manuals-procedures>.

## **5. PAYMENT METHODS**

### **5.1. PCard**

#### **5.1.1. General**

PCard is the preferred payment method for all travel expenses with the exception of individual traveler's meal expenses.

#### **5.1.2. Tax Exemption**

WVU/WVURC are tax exempt entities. Please see Tax Services for information on applicable tax exemption:

- <http://taxservices.wvu.edu/>

#### **5.1.3. Use of PCard for Athletics Training-Table Meals**

- A. In the case of athletic team travel, training table meals are authorized for payment with the PCard.
- B. Receipts are required, or in lieu of receipts for students, a student signature form may be provided.

- C. All travel transactions paid using the PCard must be noted on the Travel Settlement when submitting for additional reimbursement with copies of the required receipts.

## **5.2. Team Cards - Guardian/Team (Student) Travel**

### **5.2.1. General**

- A. For expenses incurred while traveling with a WVU Team, the PCard may be used for all travel expenses, including team meals.
- B. Team Travel cards are to be used for official University team travel only.
- C. All receipt documentation must be submitted to the Department Card Coordinator (DCC) and/or the travel coordinator if any reimbursement is due to the traveler.
- D. Cardholders may secure a cash advance for business travel expenses only by using the Team Travel Card. (Note: Cash Advances cannot be obtained using the PCard.)
- E. Cardholders are authorized a minimum of \$100 or the maximum charge limit for ATM cash advances established by the issuing bank on the cardholder's account.

### **5.2.2. Team Card Settlement Information**

- A. Cardholders are required to submit all receipt documentation to their departmental travel coordinator within two (2) weeks of their return from the trip.
- B. Expert Business Offices then have two (2) additional weeks to submit the bank statement to Payment Services for payment.
- C. WVU is required to make payment to the issuing bank within 60 days of the charge/activity posting to the bank statement; regardless of the dates of travel. Non-payment (delinquency) issues will result in suspension of the account by the bank.
- D. Any expenditure made in foreign currencies 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 commission charges must be based on the date of purchase/conversion and provided on the Travel Settlement.

## **5.3. Expenses Paid with Personal Funds**

### **5.3.1. Travel Settlements**

For expenses paid with personal funds or personal credit (not University issued PCards) cards employees are responsible for submitting the following documentation to their Expert Business Office within 60 calendar days after the last day of the approved travel:

- A. An original Travel Settlement signed by the Dean, Director or Designee (or PI, if grant funded) and the traveler
- B. All required backup documentation/original itemized receipts

Any expenditure made in foreign currencies must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rate of conversion and the commission charges must be based on the date of purchase/conversion and provided on the Travel Settlement.

The Travel Settlement form and training material can be found at:  
<http://procurement.wvu.edu/payment-services/travel>



**Remember! Travel Settlements filed beyond the 60 calendar day time frame must be approved and signed by the College/Division Expert Business Office.**

### 5.3.2. Direct Deposit

- A. State Funded

Reimbursement of State Funded travel expenses made can be made via Direct Deposit of Travel for employees only. The form, which is provided by the West Virginia State Auditor's Office, can be found at:

<http://procurement.wvu.edu/payment-services/travel>

- B. Research Corporation Funded

Reimbursement of travel expenses made with Research Corporation funds will be paid via direct deposit. For the WVURC ACH Request Form, visit:

<http://procurement.wvu.edu/payment-services>



**Remember! Direct Deposit of Travel is separate from Payroll Direct Deposit. A specific form must be completed for Direct Deposit of Travel and mailed to PCPS PO Box 6024.**

### 5.4. Direct Billing

- A. Direct Billing is when a vendor has agreed to bill the University for the Traveler's expenses "after the fact."
- B. All direct billed expenses related to trip must be noted on the Travel Settlement.



- C. Copies of the direct bills receipts must be submitted with the Travel Settlement.

## 6. RECEIPT REQUIREMENTS

### 6.1. PCard Receipt Requirements

#### 6.1.1 General

For all expenses paid using the PCard original receipts are required. See PCard Manual for more information.

- A. Employees are responsible for submitting the required documentation. Receipts for travel to the appropriate DCC in accordance with PCard policy.
- B. In the event that an acceptable form of receipt is not available, the cardholder must complete the PCard Receipt Exception Form and forward it to the DCC. This form can be found at: <http://procurement.wvu.edu/payment-services/pcards>
- C. Copies of the PCard receipts must be attached and submitted with the Travel Settlement to PCPS for audit review.
- D. All original PCard receipts must be maintained by the College/Division in accordance with WVU Division of Finance Policy # 18 - Record Retention, which can be found at: <http://procurement.wvu.edu/payment-services/pcards>

### 6.2. Personal Funds Receipt Requirements

#### 6.2.1 General

- A. For all expenses paid using personal funds see list of required receipts in Appendix 1.
- B. Travelers are responsible for submitting the required documentation to the appropriate travel coordinator within their Department or College/Division Expert Business Office.
- C. Original itemized receipts must then be submitted with the Travel Settlement to PCPS for the traveler to be reimbursed.
- D. If an original itemized receipt is unavailable, the traveler must certify the receipt copy or other proof of payment. More specifically, the Traveler must write the following statement on the receipt and sign: **“I hereby certify this is the only receipt/proof of payment available and I have not been previously reimbursed for this expense.”**

{End of document}

---

Executed on April 1, 2015 by:

Daniel A. Durbin

---

Daniel A. Durbin  
Senior Associate Vice President for Finance

David Beaver

---

David Beaver  
Assistant Vice President, Procurement, Contracting & Payment Services

## APPENDIX 1: TRAVEL-RELATED EXPENSES AT A GLANCE

The below applies to expenses paid with personal funds. "All" PCard purchases require a receipt.

<b>Unallowable Expenses</b>	
• Airfare Change Fee Incurred for Personal Convenience	
• Alcohol & Entertainment (WVURC Treasurer may approve exceptions)	
• Baggage Insurance for Personal Items	
• Interest/Late Payment Penalty	
• Laundry Fees	
• Personal Flight Insurance	
• Telephone, Personal (or Fax Charges)	
<b>Allowable Expenses</b>	
	<b>Receipt?</b>
• Abstract Fees required to be paid by conference organizers	Yes
• Airfare – Chartered or Commercial	Yes
• Automobile	
• Personally Owned or State Owned	No
• Rental, commercial	Yes
• Baggage Fees	No, unless > \$75
• Baggage Insurance for Business items	No, unless > \$75
• Change Fee incurred to obtain lower trip cost	Yes
• Change Fee incurred for WVU Convenience	Yes
• Currency Exchange Fees	No, unless > \$75
• Gasoline for Rental Vehicles	Yes
• International travel health insurance	No, unless > \$75
• Internet/Business Communication Expense	No, unless > \$75
• Laundry Fees (only if allowed by grant)	No, unless > \$75
• Lodging	Yes
• Meal and Incidental Expense	No
• Meals – Guardian Travel	Yes
• Parking fees, tolls, etc.	No, unless > \$75
• Passports	No, unless > \$75
• Rail Transportation	Yes
• Registration/Conference Fees	Yes
• Shipping associated with presentation materials	No, unless > \$75
• Taxi(s)	No, unless > \$75
• Telephone, Business (or fax charges)	No, unless > \$75
• United Bank ATM Transaction Fees Only	No, unless > \$75
• Visas, visa photos, inoculations (when specifically for business trip)	No, unless > \$75

## APPENDIX 2: MEAL PER DIEM CALCULATION

Any time a traveler is provided meals during official University business travel the amount allotted for the meals must be deducted from the total meal per diem reimbursement. Use the chart below provided by the GSA to deduct the correct amounts.

Meals & Incidentals Total	\$51	\$54	\$59	\$64	\$69	\$74
Continental Breakfast/ Breakfast	\$11	\$12	\$13	\$15	\$16	\$17
Lunch	\$12	\$13	\$15	\$16	\$17	\$18
Dinner	\$23	\$24	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$38.25	\$40.50	\$44.25	\$48.00	\$51.75	\$55.50

\*\*Meal Per Diem Calculation also applies to foreign travel. Meal and Incidental Breakdown chart for foreign travel can be found at: [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=114&menu_id=78)

### Example 1:

- Destination: New York, NY
- Meal Per Diem: \$74/day
- Scenario: 1st day of a conference (not a travel day) breakfast & lunch are provided
- How to calculate: Using the M&IE chart – the total per diem is reduced by the provided meal(s).
- Calculation:  $\$74$  (total meal per Diem) -  $\$17$  (breakfast) -  $\$18$  (lunch) =  $\$39$   
\$39.00 is the amount reimbursable to the traveler

### Example 2:

- Destination: Atlanta, GA
- Meal Per Diem: \$69/day
- Scenario: 1st day of travel (traveler departs from headquarters) dinner is provided
- How to calculate: Using the M&IE chart – Take the sum of the meals **not** provided, followed by a 75% pro-rating, add \$5 (the full incidental portion is allowable).
- Calculation:  $[\$16$  (breakfast) +  $\$17$  (lunch) x 75%] +  $\$5$  (the incidentals) =  $\$29.75$   
\$29.75 is the amount reimbursable to the traveler

## GLOSSARY OF TERMS

### A

**Allocable** – Cost that has been incurred solely to support or advance the work of a specific sponsored research award or account.

**Allowable** – Cost must conform to any limitations or exclusions set forth in the sponsored agreement.

### B

**Business Day** – Every official working day of the week. Typically, these are the days between and including Monday to Friday and do not include public holidays and weekends.

**Business Travel** – Travel conducted for the purpose of fulfilling University Business other than commuting between home and workplace.

### C

**Calendar Day** – All days in a month, including weekends and holidays.

**CBO** – Chief Business Officer.

**Courtesy Vehicle** – A vehicle permanently assigned to one employee or department.

### D

**DCC** – Departmental Card Coordinator.

**Direct Billing** – Payments made by the University to a vendor directly.

### E

**EBO** – Expert Business Office.

### G

**GSA** – General Services Administration.

**Guardian Travel** – Travelers transporting or accompanying clients, patients, students, or others entrusted in their care, education, or placement.

### I

**Incidental Expense** – Costs that are incurred as part of daily life during business travel.

## M

**Meal Per Diem** – An allowance for daily meal expenses.

**Mileage Calculator** – Tool used to determine the most cost effective method of travel for personal vehicle use versus use of a rental vehicle.

**M&IE** – Meal and Incidental Expenses.

## O

**OIP** – WVU Office of International Programs.

## P

**PCard (Procurement Card)** – A credit card issued in the name of an individual employee of West Virginia University or West Virginia University Research Corporation for official business use.

**PCPS** – The Procurement, Contracting, and Payment Services Department.

**PCPS Travel Unit** – The unit within Procurement, Contracting, and Payment Services responsible for travel reimbursement payments.

**Per Diem** – A daily allowance for living/traveling expenses in connection with work away from home.

**Personal Travel** – Travel conducted for personal benefit and not for the purpose of fulfilling University Business.

**Principal Investigator (PI)** – the person who take direct responsibility for completion of a funded project, directing the research and reporting directly to the funding agency.

**POV** – Privately Owned Vehicle.

## R

**Rate of Conversion** – The market price for which one currency can be exchanged for another.

**Reasonable** – Cost must be able to withstand public scrutiny.

**Receipt** – An itemized document indicating the price per item and total amount charged in a transaction.

## S

**Statutory Authority** – An act done by a person to fulfill his/her duty imposed by the State.

## T

**Team Card** – A credit card issued for travel involving athletic/academic student teams.

**Travel Coordinator** - The main point of contact for PCPS for the submission and completion of Travel Settlements.

**Travel Expenses** – An individual's expenses generated while engaged in University business related activities away from regular place of employment.

**Travel Settlement** – Form used to document payment and reimbursement of travel expenses.

## U

**University Travel Program** – Policies and procedures applicable to persons traveling on behalf of West Virginia University and West Virginia University Research Corporation.

## W

**WVU** – West Virginia University.

**WVURC** – West Virginia University Research Corporation.

# INDEX

## A

Allowable Expenses	
Air, Commercial, Travel Agency Processing	9
Air, Commercial, Most Direct Route	9
Air, Commercial, Some Change Fees	9
Air, Non Commercial, with Advance Approval	9
Baggage Fees	13
Baggage Storage	13
Currency Conversion	14
Drive vs. Fly (Lowest)	9
Fuel, Rental Cars	13
Guides and Interpreters	14
Lodging	11
Lodging, Business Internet Access	11
Lodging, Business Phone Charges	11
Lodging, Room Charge	11
Meals, Per Diem	11
Parking Fees	13
Passport and Visa Fees	14
Registration, Cancellation, No Fault	13
Tolls	13
Vehicle, Rental, Full Sized, Multiple Travelers	10
Vehicle, Rental, Special Equipment	10
Vehicles, Rental, Small/Mid Sized	10
Vehicles, Rental, Weekly Rate if Lowerr	10
Vehicles, Roadside Assistance	10
Application	
Consultants and Contractors	4
Employees	4
Grants	4
Prospective Employees	4
Application of	
WVU	4
WVURC	4
Authority	
Higher Education Policy Commission	4
West Virginia Legislative Code	4
West Virginia University Research Corporation	4
WVU Board of Governors	4

## C

Chief Executive Officer	5
Consultants and Contractors	4
Courtesy Vehicles	10

## D

Deadlines	
Team Travel Receipts	15

Team Travel, Bank Statement	15
Traveler, Receipts to EBO	16

## E

Ethics	
Frequent Flyer Miles	5
Hotel Bonus Points	5
Personal Gain	5
Travel Incentive Programs	5
Expenses <i>See Unallowable or Allowable Expenses</i>	
Air Transportation	8
Ground Transportation	9

## F

Foreign Currency	15
Frequent Flyer Miles	5

## G

Ground Transportation	
Courtesy Vehicles	10
Drive vs. Fly (Lowest)	9
Privately Owned Vehicles	10
Rail Service	11
Use of WVU Car Rental Contracts	10
Vehicles. Insurance Coverage	10
Guardian/Team (Student) Travel	13

## H

Hotel Bonus Points	5
--------------------	---

## I

Incidental Expenses	
Fees and Tips	12
International Travel	
Students Travel Registration	7

## L

Lodging	11
---------	----



---

**M**

Manual	4
Application of	4
Interpretation	5
Meal and Incidental Expense	11
Meal Calculator	12
Meals	
Athletics Training-Table	14
PCard Use Prohibited	14

---

**O**

Other Business Related Costs	13
------------------------------	----

---

**P**

Payment Methods	
Direct Billing by Vendor	16
Employee Reimbursement (Direct Deposit vs. Check)	16
PCard	14
Personal (Employee) Funds	15
Team Cards	15
PCard	
Meals, Not Permitted for Use	14
PCard Receipt	17
Privately Owned Vehicles	10
Reimbursement Rates	10

---

**R**

Rail Service	11
Receipt	
PCard	17
Receipts	
Personal Funds	17
Registration Fees	13
Relocation/Moving Expenses	14
Rental Vehicles	
Valid Operator's License Required	9
Responsibilities	5
Chief Executive Officer	5
College/Division Expert Business Office	6
Interpretation of Manual	5
Procurement, Contracting, and Payment Services	5
Supervisor	7
Travel Coordinators	7
Traveler	7

---

**S**

Supervisor	7
------------	---

---

**T**

Tax Exemption	14
Team Cards	15
Delinquent Payments, Suspension	15
Travel Authorization	8
Travel Coordinators	7
Travel Incentive Programs	5
Travel Settlement	
Training, Travel Coordinators	16
Travel Settlement Training	16
Traveler	7

---

**U**

Unallowable Expenses	
Air, Commercial, Deliberate Cost Increases	9
Air, Commercial, Fees Due to Traveler Negligence	9
Air, Commercial, Selection Based on Frequent Flyer Plans	9
Alcoholic Beverages	12
Baggage Flight Insurance	14
Entertainment, Personal	14
Fuel, Personal Vehicles	14
Laundry Fees	14
Lodging, Multiple Occupancy, 1 Traveler	11
Lodging, Personal Entertainment	11
Lodging, Phone, Personal	11
Lodging, Internet, Personal	11
Meals, Single Day Travel	12
Personal Travel	8
Phone Calls, Personal	14
Route Modifications	8
Stop Overs	8
Supplemental Personal Health Ins	14
Taxes	14
Vehicle, Rental, > Mid-Sized	10
Vehicles/Driver, Fines/Penalties	9

---

**V**

Vehicle Insurance Coverage	10
Vehicles, Commercial Rental	10
Vehicles, Privately Owned	10