

PCPS USER GROUP MEETING

University's Travel Program/Manual Updates

September 19, 2019

Downtown & HSC

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BOG Travel Rule

- Effective date October 1, 2019
- Strongly encourages use of MyTravel and Travel Management Company
- Approval by Office of Global Affairs & Office of Export Control for international travel
- Strongly encourages use of PCard
- Updates to the mileage reimbursement rules

University's Travel Manual

Updates effective October 1, 2019

Any updates will be listed in **red font** in today's presentation

Who does the Travel Program apply to?

- Employees of WVU, WVURC, and **WVU Innovation Corp**
- Non-employees traveling on behalf of the University
- **Faculty and staff while on sabbatical**
 - It does not apply to employees on a leave of absence

Responsibilities

Employee

- Timely and accurate submission of expense reports
- Certifying expenses are legitimate, accurate, and haven't been reimbursed/paid before
- Approving reports submitted by delegates

Supervisor/Task Manager

- Review each expense report to ensure expenses are allowable, allocable, and reasonable
- If delegate approval:
 - Must be done in profile
 - Supervisor/task manager is still accountable
 - **Student workers/graduate assistants should not be approval delegates**

Responsibilities

Financial Transaction Approver (FTA)

Review each expense report to ensure:

- All relevant policies/procedures have been followed
- A correct account string was used
- Funds are available
- Supporting documentation is attached and matches the expense report data

PCPS

- Ensures expenses are in compliance with University Travel Program and all other policies and procedures

Segregation of Duties

- Chief Business Officer (CBO) is responsible for ensuring segregation of duties exists
- FTA's must not approve their own expense reports
- Supervisor/Task Manager must not approve at the FTA level (requires two different approvers)

What Should Approvers Be Looking For?

- Receipts are legible, itemized, and match the expense on the report
- Cover page dates and & city/state are accurate
- Business purpose is provided
- Food/drinks on lodging receipts are not included in the reimbursement
- Any misuse on the PCard is reported to PCPS
- Meal deductions are correct
 - Travel day selected
 - Provided meals are deducted

Travel Authorization

- Travel is authorized only for official University business and sufficient/appropriate financial resources exist
- Travel must be approved by supervisor beforehand
- If grant funded- traveler must follow grant requirements
- International travel must be approved in advance by Office of Global Affairs & Office of Export Control
- Follow the International Travel Technology Security Standard prior to leaving the country

Combining Business & Personal Travel

- Business purpose must be documented on expense report
- If one expense report has multiple purposes, each purpose should be documented
- “Business travel”
 - One day before start of University business
 - Days business is conducted
 - One day after conclusion of business
- Additional days are considered personal

Combining Business & Personal Travel

- All personal travel expenses must be paid separately
 - Additional night stay, car rental days, or parking
 - Personal hotel expenses (room service, movies, water bottle, etc.)
 - Expenses incurred by spouse/partner/guest
 - Additional costs due to extending trip, stopovers, route modifications, mean of transportation made for convenience of traveler
 - Upgrades or other unallowable expenses
- Anything appearing personal, unallowable, or excessive may be subject to additional questioning by PCPS

Air Travel

- Strongly encouraged to book in MyTravel or University's Travel Management Company (World Travel)
- Take the lowest logical available fare
- Book in advance to receive lowest logical fare
 - 14 days domestic; 21 days international
- Strongly discourage Basic Economy tickets or 100% refundable tickets

AIR TRAVEL

Allowable:

- 1 checked bag
- Wi-Fi with supervisor approval
- Business class if flight is 6 continuous hours or longer
- TSA Pre Check and Global Entry is permitted for frequent travelers with supervisor approval

Unallowable:

- Airline/Airport Clubs
- Early bird check-in
- Change fees due to negligence
- Upgraded seat selection
- Food and beverage costs on the airplane
- Airline programs/perks that result in a cost to the University but serve no business purpose

Chartered Aircraft Services

- The charter of any non-University owned aircraft or charter flights not through the University's preferred contract(s) presents potential liability issues to the University
- All aircraft charters must be approved in advance by the PCPS Travel Department
- No University travelers are permitted to use any privately-owned aircraft for business travel unless approval is obtained in advance from PCPS and WVU's Risk Management Office

Ground Transportation

- Travelers are to use the most economical and practical means of ground transportation
- If traveler chooses to drive rather than fly, reimbursement will be based on actual in-transit expenses
- Use sound judgment when using multiple forms of ground transportation in one trip

Rental Car

- Use Enterprise/National unless there is a lack of availability
- One-way car rental through Enterprise/National is the preferred method of transportation to the Pittsburgh Airport from Morgantown
- Use of a vehicle class above **full-sized** (SUV, truck, luxury, etc.) is not permitted unless granted an exception
- **Charges for entertainment packages, satellite radio, Wi-Fi, etc. are not permitted**
- **GPS is permitted if deemed allowable/necessary by supervisor**

Prepaying for Fuel

Prepaying for fuel should be limited to the following:

- One-way rentals to/from the Pittsburgh airport
- Rentals for outside guests
- Those that are renting using a department billing account
- Under situations where schedule or safety concerns dictate

Ground Transportation

- Pre-approval required for black car/limo services
- Uber/Lyft
- Reasonable tips for bus, taxi and other drivers are permitted
 - 10 to 20% domestic; follow local custom when international
- Cost of parking while in travel status is permitted

Personal Car

- Reimbursed at IRS rate and based on number of miles traveled
- Mileage allowance covers all operating costs
- Fuel must not be paid on PCard or reimbursed
- Travelers must carry/maintain liability insurance
- Unallowable - Mileage within the same county as official work location
 - Driving from one University building to another University building within the same county to attend business meetings

How to calculate the mileage to and from

- Mileage calculation must not include daily commute unless doing so results in lower cost to WVU
- Examples: employee lives in Washington, PA; official work location is in Morgantown, WV

Scenario	Proper Calculation
Employee goes to a conference in Clarksburg, WV on a normal working day	How: from Morgantown to Clarksburg and back Why: because the work location is closer to the travel destination

How to calculate the mileage to and from

Scenario	Proper Calculation
The employee goes to a conference in Clarksburg, WV on a Saturday (not her normal working day)	<p>How: from the employee's home address to Clarksburg and back</p> <p>Why: because the employee would not be making her commute that day if she were not in travel status</p>

How to calculate the mileage to and from

Scenario	Proper Calculation
The employee drives her personal vehicle to the Pittsburgh Airport for business air travel	<p>How: from the employee's home address to the Pittsburgh Airport and back</p> <p>Why: because the employee's home address is closer to the travel destination</p>

How to calculate the mileage to and from

Scenario	Proper Calculation
<p>The employee goes to a conference in Clarksburg, WV on a normal working day, but does not return until the following Saturday</p>	<p>How: from Morgantown to Clarksburg and then from Clarksburg to the employee's home address</p> <p>Why: because the employee would be making the normal commute to Morgantown on the day she left but would not be excepted to make the normal commute from Morgantown on the day she returns</p>

Lodging

- Strongly encouraged to book in MyTravel or University's Travel Management Company (World Travel)
- Use sound financial judgement when selecting hotels
- Allowable: room rates, use of meeting rooms, WI-FI, taxes
- Unallowable: Room service, entertainment expenses, health club fees, multiple occupancy, fees due to damages to hotel room/additional cleaning fees

Non-Traditional Accommodations

- Booking through Airbnb, VRBO, etc.:
 - The traveler is responsible for any and all liability
 - Agreement is between traveler and service provider
 - Detailed receipt required; University will only pay for nightly rate, taxes, and standard cleaning
- If a traveler elects to stay with a friend or family member:
 - The traveler may contact PCPS to request that a thank you gift be sent to their host
 - No reimbursements are permitted for these types of stays

Meal Per Diem

- Reimbursed using GSA rate based on travel destination
- Applies to both domestic and international travel
- Deduct any meals provided at the business event
- Travel date rate applied on first and last day of trip except:
 - When traveler begins their return trip on one day, but does not return to his/her home until after midnight the following day
 - Traveler may receive the full per diem amount for that return day

Incidentals

- GSA allows for \$5/day for incidentals
- Fees and tips for baggage carriers, valets, maids, etc.
- Transportation between places of lodging/business and places where meals are taking place
- Incidental expenses are already factored into the per diem rate – no additional reimbursements are permitted

Unallowable Meals & Incidental Expenses

- Meals and incidentals when the travel occurs entirely in one calendar day
- Individual meal expenses on PCard
- Alcoholic beverages and entertainment expenses
- Incidental expenses beyond the daily allotted amount

Registration Fees

Allowable

- Registration fees for a conference, meeting, seminar, etc.
- Lodging and/or meals that may be included in the registration fee
- Advanced payment of registration fees
- Cancellation fees due to business reasons or other extenuating circumstances

Unallowable

- Cancellation fees due to failure to notify the event sponsor in a timely manner
- Additional allowance or reimbursement for lodging or meals that are included in registration fees

Insurance- Air Travel

- Flight insurance to cover for cancellations/change - if approved at department level and paid with non-grant funds
 - If grant funded - trip insurance must be deemed allowable by the grant
- Baggage insurance - if University property is being stored in the checked bag(s) and the cost to replace the University property exceeds the cost of the insurance

Insurance- Ground Transportation

Rental Cars

- Coverage is included with Enterprise/National Car Rental
- Coverage does not apply when a personal guest of the traveler is driving the vehicle or for any personal days of the trip
- Accept all coverage when renting from other providers

Personal Cars

- Employee's personal auto liability insurance is primary
- At no time does WVU's insurance pay for damage

Health Insurance

- International - use International SOS
- Domestic - use personal health insurance
- If injury or illness is job related, traveler needs to complete an employee accident/injury report and submit to WVU Medical Management

Miscellaneous Travel Expenses

Allowable

- Currency conversion fees
- International phone/data charges
- Shots/medicine needed for foreign travel
- Visa/passport fees

Unallowable

- Laundry fees
- Personal phone charges
- Lost baggage
- Purchase of luggage, umbrellas, clothing, or other personal property items

Relocation Expenses

- New hires should handle relocation expenses through WVU's contracted supplier, Global Mobility Solutions (GMS)
- This should be used instead of reimbursing through MyExpenses or PCard
- New hires should work with their recruiter in Talent Strategy to coordinate relocation expenses with GMS

Reimbursement of Non-Travel Expenses

- Should be limited to only emergencies or specific needs when Mountaineer Marketplace or PCard cannot be used
- The following cannot be paid with University funds:
 - Alcohol
 - Bereavement/get well gifts
 - Gifts and expenses for personal celebrations-birthday, wedding, baby shower, etc.
 - Food and beverage for retirement parties
 - Unallowable hospitality events

Requesting Exceptions

- Exceptions for airfare class, vehicle class, and meals provided at the conference must be noted on the expense report in MyExpenses
 - I.e. legitimate business circumstance or Medical Management/ADA
 - Medical or personal information **should not** be listed on the expense report
- All other requests for exceptions must be submitted to PCPS Travel team
- The PCPS Travel team reserves the right to request reimbursement from the traveler if the exception is deemed unallowable upon review

Payment Methods

PCard

- Preferred payment method for all travel expenses except for individual meal expenses and fuel for personal vehicles
- All expenses must be reconciled in MyExpenses

Reimbursement

- Individual meal expenses
- Fuel for personal vehicles (included in mileage rate)
- Submit report in MyExpenses within 30 days after last day of travel

Tax Exemptions

- WVU and WVURC are tax-exempt entities
- More information:
 - <http://taxservices.wvu.edu/home>

Receipt Requirements

- PCard- required regardless of dollar amount
- Grant funded - grant's rules supersede
- Reimbursement - any expense greater than \$75
- Receipt regardless of amount
 - Airfare-chartered or commercial
 - Automobile rentals
 - Change fee incurred to obtain lower trip cost
 - Change fee incurred for WVU convenience
 - Fuel for rental vehicles
 - Lodging
 - Guardian travel meals
 - Rail transportation
 - Registration/Conference fees
 - Car service/limo expenses

How to Contact PCPS

- Travel questions: pcps@mail.wvu.edu
- PCard questions: PCardAdministration@mail.wvu.edu
- All other questions: pcps@mail.wvu.edu
- PCPS website
 - <https://procurement.wvu.edu/home>
- If not on the pcpsuser listserv, contact us to get added!