

1
expenses, and policy shall govern such fund disbursement of expenses.

- 1.1.4 As used in this rule, all terms have the same meaning as provided in the West Virginia Code §18B-1-2 and Title 135 Procedural Rule, West Virginia Council for Community &

1.2 Authority

- 1.2.1 West Virginia State Code § 18B-2A-4, "Powers and Duties of Governing Boards Generally"; Title 135 Procedural Rule Higher Education Policy Commission, Series 29, Travel.

traveler's expense account settlement meets all the criteria established by this policy for reimbursement. The College 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.

members of the Board of Governors when a Board member requests reimbursement for such expenses.

3.3 Non-employees

3.3.1 When non-employees are eligible to receive reimbursement of travel expenses, such reimbursement shall be made in accordance with this policy.

4.1 Employees

4.1.1.4 Commercial airline tickets may not be direct billed to the College.

4.1.1.5 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the

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. Direct billing may not be used to pay for such service and aircraft use.

4.2 Ground Transportation

Approved by IET: 1/13/2020

Approved by Economic Services Unit: 3/13

vehicles are for “official business use” only and must be operated by an employee of the institution, or with prior approval of the President or designees.

4.2.6 Privately Owned Vehicles/Courtesy Vehicles

rental rates may be reimbursed 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 institutional business, and for larger vehicles if a group of five (5) or more is traveling together

4.2.7.2 Insurance: Collision damage waivers for rentals of seven (7) days or less are also reimbursable. Collision damage waivers for rentals of more than seven (7) days are not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals in excess of seven (7) days. No other insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a

... , ... , or ... , are not ...
encouraged to use their service.

Section 5. LODGING

5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges.

to notify the lodging facility will be considered the personal expense of the traveler.

5.2 Receipts

5.2.1 Receipts are required for lodging reimbursement. The hotel/motel statement, invoice, or folio shall be the official document utilized for reimbursement to the traveler.

5.3 Direct Billing

5.3.1 Lodging may be direct billed through the College's purchase

order processes; however, the traveler must attach a copy of the

maximum daily rate.

- 6.2 Receipts are NOT required for reimbursement of meal expenses.
- 6.3 Meal expense reimbursement for single day travel (when there is not an overnight stay) is allowed when travel time exceeds 12 hours in a single day.
 - 6.3.1 To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal workday commences.
 - 6.3.2 To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal workday ends.
 - 6.3.3 Any employee who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during their normal lunch period.

7.3 The traveler will not receive an allowance or reimbursement for lodging or food that is included in registration fees.

unless reimbursement is in excess of current Internal Revenue Service limits for miscellaneous expenses. Such expenses and reimbursement may include but are not limited to:

8.1.1 Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portorage (i.e. " bell person") services rather than a facility where the traveler is expected to carry her

8.1.2 Baggage storage between appointments, and between hotels and meeting places;

8.1.3 Tolls, garage and parking fees, including gratuities;

8.1.4 Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles. Cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.

8.1.5 Currency conversion

8.1.6 Guides, interpreters, and visa fees.

fee.

SECTION 10. PROVISIONS APPLICABLE ONLY TO THE GOVERNING BOARD

10.1 Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit the campus of the College, or any other facility under the control

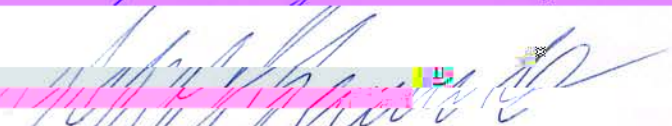
of the Board to be interviewed concerning her or his possible
 Director or agent thereof. Authorization for such
 payment shall be given by the President or the duly authorized
 designee.

10. The Board may authorize payment of: (1) all or part of the reasonable
 expenses incurred by an employee of the Board, in
 moving such employee's household furniture; 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 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
 employee's place of employment, provided that the Board, in
 authorizing such payment, shall be guided by the best interests of the
 Board, and in the best interests of the Board, provided that
 no part of the moving expenses of any one such employee shall be
 authorized for such payment shall be given by the President or the duly authorized
 designees.

11. The amount of travel expenses shall be those
 approved by the President or designee.

TRAVEL PROVISIONS

10.1. An employee of the Virginia Ethics Commission, frequent flier
 miles, and other incentives resulting from
 business travel may be used for official travel.



 Chair, Board of Governors

2-19-2020

 Date