

Chambers College Travel Policies

Authorization – WVU does not require prior authorization, but B&E requires it for commitment of funding. Authorization form is initiated by the traveler and must be approved by the direct supervisor and submitted to the Business Office.

Air Travel

- Book as far in advance as possible.
- Select your travel by the lowest available fare using a preferred supplier.
- Personal rewards programs may be used to upgrade class of service; however, the University will not reimburse for upgrades.
- Purchasing higher-class tickets for upgrading prohibited.
- Change fees due to the traveler's negligence are unallowable.
- Utilize long-term parking at all airport terminals unless cab or car service is cheaper.
- If traveler does not have a PCard for business air travel, you can set up a proxy in MyTravel to book your travel on your behalf and pay via his/her PCard.

Ground Transportation

Travelers are to use the most economical and practical means of transportation. When one or more travelers are traveling together, they must consolidate the use of ground transportation whenever possible. When operating a vehicle while on University business, the operator of the vehicle must possess a valid operator's license and is personally responsible for any fines and/or penalties resulting from the citations, charges, or warrants due to operator negligence. In the event a traveler chooses to drive rather than fly, reimbursement 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.

Personal Vehicle

Reimbursed at the current IRS allowable rate, which are subject to change. Mileage claimed shall not include the distance traveled during the employee's standard daily commute, but is calculated from the user's office location. Mileage rate includes gas usage. The university liability insurance does not cover travel in a personal vehicle and liability would fall on the employee and their insurance.

(<https://riskmanagement.wvu.edu/insurance-manual/automobile-insurance-coverage>)

Rental Cars

Reservations are to be made with our preferred providers (Enterprise/National) unless there is a lack of availability. WVU contract number is **XZ68WVU**

- Mid-sized cars or smaller are to be selected.
- Use of a full-sized vehicle is allowed if more than two employees are traveling together.
- Return the rental car with a full tank of gas.
- Insurance coverage is included in our Enterprise/National contract offered by the rental agency while traveling in the United States. Travelers should not pay for additional insurance.

- Accept all insurance coverage when renting automobiles from vendors other than Enterprise/National and in all foreign countries

Other

- Pre-approval by the travel department in PCPS is required before booking any car service/limo service.
- When employees are traveling together, they should consolidate in the use of car services and/or taxis whenever possible.
- Rail, bus, shuttle service and other ground transportation may be used. Travelers expected to use the lowest logical fare.

Hotel Accommodations

- Employees expected to use good financial judgment when selecting hotels.
- “No Show” fees and hotel room cancellations are the responsibility of the traveler.
- The following expenses/fees are not permitted with University funds:
 - Personal phone charges
 - Health club facility fees
 - Laundry fees
 - Additional charges for multiple occupancy (unless all occupants are traveling on behalf of University business)
 - Room service/entertainment expenses

Meals and Incidental Expense Reimbursement

Meal Reimbursement by Receipt

For domestic travel, the traveler will receive reimbursement for meals based on receipts provided. This amount will be limited to the total per diem amount as determined and permitted by the GSA meal rates (reduced by value of any meals provided during the trip) as well as the traveler will receive 75% of the per diem rate on the first and last day of travel.

For international travel, the traveler will be reimbursed based on the per diem amounts set forth in the GSA meal rates (reduced by the value of any meals that are provided during the trip) as well as the traveler will receive 75% of the per diem rate on the first and last day of travel.

Incidentals

- Fees and tips for porters, baggage carriers, valets, maids, etc.
- Transportation between places of lodging or business and places where meals are taken.

Unallowable M&IE expenses include:

- Incidental expenses exceeding the full M&IE rate.
- Meal expense reimbursement for single day travel.
- Individual meal expenses on state issued PCard.
- Alcoholic beverages and entertainment expenses

Registration Fees

Payments permitted for registration fees or charges to attend conferences, meetings, seminars and/or workshops for official University business.

Unallowable Expenses

- Cancellation fee due to the failure of the traveler or the traveler's representative to notify the event sponsor in a timely manner.
- Additional allowance or reimbursement for lodging or meals that are included in registration fees.