
SUBJECT: GENERAL

CHAPTER TITLE: TRAVEL REGULATIONS

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Effective: 9/1/2010

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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

ADMINISTRATIVE PROCEDURES

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SUBJECT: GENERAL

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Effective: 9/1/10

Every employee of the Department of Transportation has a personal responsibility to maintain a high standard of integrity in the official conduct of his or her job. **Compliance with the travel regulations requires each employee's personal adherence to the state travel rules as well as the Department of Transportation's travel policies and processes.** Additionally, policy statements, memorandums, letters and other directives that are provided to clarify, interpret, identify problem areas, and further outline acceptable travel practices and procedures for the State of West Virginia must be applied.

The travel rules are designed to insure that fairness is afforded in the application and administration of travel expense reimbursement for employees who are away from their headquarters or official station; **"...reimbursement is not permitted for travel expenses within the official station."** The Employee Reimbursement Form (WVSAO ER1) is utilized/processed for **non-travel** related expense reimbursement. Each individual employee is responsible for preparing the required documentation as indicated within both the State Travel Rules and the DOT Administrative Procedures.

Each DOT manager will ensure that each employee complies with these regulations. Managers with signature authority for Expense Accounts not only approve the requested reimbursement, but are certifying that, "The terms of expense further meet all State of West Virginia Travel Regulations."

The accompanying Travel Regulations are separated into two parts. The first section is the State Travel Policy, revised September 1, 2010. The second section of the Travel Regulations is the Department of Transportation Regulations.

SUBJECT: GENERAL

CHAPTER TITLE: TRAVEL REGULATIONS

SECTION TITLE: STATE OF WEST VIRGINIA TRAVEL REGULATIONS

The following 12 pages are the West Virginia State Travel Management Office's official State Travel Policy revised September 1, 2010. Also available at <http://www.state.wv.us/admin/purchase/travel/policy.html>

STATE TRAVEL POLICY

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STATE TRAVEL POLICY

SECTION 1. General

- 1.1 Scope:** This policy governs in-state, out-of-state and international travel, hereinafter referred to as "travel," for state officials, employees and non-employees, except those in the legislative and judicial branches of state government and except the Attorney General, Auditor, Secretary of State, Treasurer, Board of Investments and Commissioner of Agriculture and their employees traveling on behalf of the state of West Virginia.

SECTION 2. Delegation of Authority and Responsibilities

- 2.1** Authority to manage, approve, or disapprove travel and travel-related expense is delegated exclusively to the spending officer of a state agency. Authority may be revoked by the Travel Management Office.
- 2.2** The spending officer may delegate authority to others within the respective state agency to act as 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 these regulations.
- 2.3** Travel may be authorized only for official business and only if the state agency has the financial resources to reimburse the traveler for travel expenses.
- 2.4** The spending officer may develop administrative policies and procedures for the state agency, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of the state agency.
- 2.5** The responsibility to audit a traveler's expense account settlement lies with the state agency. Approval of a traveler's expense account settlement by the state agency means that the expense account settlement meets all criteria established by this policy for reimbursement. The state agency shall audit and submit an accurate expense account settlement for reimbursement to the Auditor's Office within fifteen (15) days after completion of travel.

SECTION 3. Travel Regulations Applicable to All employees, Board and Commission Members, and Non-employees

3.1 Employees

- 3.1.1** Approval to travel shall be secured in advance by the employee in accordance with these regulations, and if applicable, the administrative

policies and procedures of the state agency. Under no circumstances should an employee travel without proper approval of the spending officer.

- 3.1.2** Employees are responsible for submitting a travel expense account settlement form with all required attachments to the traveler's spending unit. The form should be submitted within the time prescribed by the Travel Management Office or spending unit after the last day of the approved travel to qualify for reimbursement of expenses.
- 3.1.3** Consultants, contractors, and non-employees are not required to use these policies and regulations, at the spending unit's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement (WV-48).
- 3.1.4** Reimbursement 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 contained in this policy; otherwise, this policy shall govern such reimbursement.

3.2 Purchasing Card Receipt Requirements: Employees are responsible for submitting all original, required receipts for travel to the appropriate Departmental Card Coordinator for expenses paid using the Purchasing Card in accordance with Purchasing Card Program policy.

3.3 Board and Commission Members

- 3.3.1** This policy shall govern reimbursement of travel expenses to board and commission members when legislation requires such members to follow this policy.

SECTION 4. Transportation

4.1 Air Transportation

4.1.1 Commercial Airlines

4.1.1.2 Tickets must be purchased using the Purchasing Card.

4.1.1.3 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare.

4.1.1.4 Travelers must make advance bookings through the state's E-Travel Management System to secure the least expensive airfare

possible. Reimbursement for tickets where reservations were not made through the state's E-Travel Management System requires authorization from the Travel Management Office. Reimbursement may be made to the traveler in advance for airfare purchased 45 to 180 days prior to the trip.

4.1.1.5 In order to receive reimbursement, the traveler must submit the original invoice from the travel service vendor. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for a proper credit or refund.

4.1.1.6 If an increase in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

4.1.1.7 Deliberately causing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or any other similar action is prohibited. Any credits, rebates, or refunds resulting from these actions must be returned to the state of West Virginia

4.1.1.8 All major airlines charge a fee to issue paper flight coupons in situations where an e-ticket is available. E-tickets are the industry standard, are issued automatically, and are sufficient for traveling and reimbursement unless the traveler specifically requests a paper ticket. If a paper ticket is requested, the service charge will not be reimbursed. If travelers experience problems with e-tickets when exchanging due to flight cancellations or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.

4.1.2 Non-Commercial Aircraft Service

4.1.2.1 For any state-owned or private aircraft service, please contact the Aviation Division for policies, procedures, and instructions.

4.2 Ground Transportation

- 4.2.1** The traveler may use a state-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a state-owned vehicle will be determined by the Fleet Management Office and/or the spending units' administrative policies and procedures.
- 4.2.2** The traveler must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.
- 4.2.3** In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.2.4 Privately-Owned Vehicles

- 4.2.4.1** Privately-owned vehicles may be used for state travel with agency approval when agency owned or leased vehicles are unavailable. A privately-owned vehicle should not be used when reimbursement costs are expected to exceed \$50.00 per day 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 Travel Management Office, 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 costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.) and no additional reimbursement will be made.

- 4.2.4.2** Receipts are not required for mileage reimbursement when using privately-owned vehicles.

4.2.5 Commercial Rental Vehicles

- 4.2.5.1** A commercial rental vehicle should only be used when a temporary need arises, a state vehicle is unavailable, and the cost will be less than the reimbursement associated with a privately-owned vehicle. Only the state employee renting the vehicle is permitted to operate the vehicle.

The Purchasing Card is the only acceptable method of payment when renting a vehicle. Reimbursement for rentals made outside of the statewide car rental contract requires authorization from the Travel Management Office. Reimbursement will be made at actual cost for the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly 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 business and for larger vehicles if a group of five (5) or more is traveling together.

4.2.6 Collision Damage Insurance (CDW)

4.2.6.1 The Purchasing Card provides CDW at no cost for rentals up to 31 days.

4.2.6.2 The Purchasing Card Program does not cover the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight (8) occupants.

4.2.6.3 The statewide car rental contract may provide CDW for some vehicles excluded by the Purchasing Card Program. Please refer to the current contract.

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 reimbursable expense for any approved rental vehicle used outside the United States.

4.2.6.4 If a third party booking incurs a service fee, that fee will not be reimbursed (i.e. some internet sites charge a service fee for booking cars). Travelers may use car rental services from another company in the following situations:

- a) Rental car vendor does not have a location in the specific area.
- b) Rental car vendor does not have the appropriate vehicle at the time needed.
- c) Rental car vendor does not have the appropriate vehicle for the duration needed.

Travelers must note these exceptions on the travel expense settlement form.

4.2.6.5 Receipts or documentation is required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts must be attached. Travelers must return rental cars with a full tank of fuel. Refueling costs charged by rental car vendors are not reimbursable.

4.2.7 Rail Service

4.2.7.1 Travelers are expected to make advanced bookings through the contracted travel services vendor and use the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.

4.2.7.2 Receipts or documentation is required for reimbursement of rail service expenses.

4.2.8 Miscellaneous Ground Transportation

4.2.8.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use such service.

4.2.8.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized by the Travel Management Office. If the Purchasing Card is used to make these payments, a receipt is required.

SECTION 5. Lodging

5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Request for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem following travel may be granted subject to agency approval.

5.1.2 Travelers shall secure the lowest rate available at a reasonably priced facility. Certain hotels and motels offer special reduced rates to state employees. Sales tax is to be paid by traveler unless the lodging facility is located in the state of West Virginia and billed to the Purchasing Card.

- 5.1.3** Reimbursement for a single occupancy shall be at the least expensive single room rate available.
- 5.1.4** The location of the lodging facility should be as convenient as possible to the place where business is being transacted. The meal per diem is based on the temporary duty location. If lodging is not available at the temporary duty location, the agency may authorize or approve the maximum per diem rate for the location where lodging is obtained.
- 5.1.5** For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.
- 5.1.6** If an increase in the lodging charge is incurred, the change is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the traveler's failure to notify the facility will be considered the personal expense of the traveler.
- 5.1.7** Under no circumstances should a hotel be booked through a third party vendor (i.e. Hotels.com, Travelocity, Expedia, etc). Third party vendors are unable to provide an invoice or folio for reimbursement and charge service fees that are not reimbursable

5.2 Receipts

- 5.2.1** Receipts are required for lodging reimbursement. An invoice or folio shall be the official document utilized for reimbursement to the traveler.

SECTION 6. Meals

- 6.1** Meal expense reimbursement is based on the temporary duty location and is not to exceed the maximum per diem established by the federal government. Alcohol and entertainment expenses are specifically excluded. If a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."
- 6.2** State employees will be reimbursed the cost of meals when there is an overnight stay.
 - 6.2.1** Exceptions may be granted to the established rates when authorized by the spending officer. If reimbursement is made in excess of federal

government rates, receipts are required and the spending officer must approve the expense voucher.

- 6.3** Travelers may request meal allowances in advance of travel when using the state's E-Travel Management System provided that the traveler has a direct deposit account with the Auditor's Office.
- 6.4** When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount.

Current rates and an example of the per diem meal breakdown may be found at the Travel Management Office's website at www.state.wv.us/admin/purchase/travel.

- 6.5** Meal and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing cost associated with filing travel vouchers and payment of government charge card billings.
- 6.6** On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.
- 6.7** Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay and will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to Guardian Travel.
- 6.8** The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is considered a "reasonable" expense to incur for the situation.
 - 6.8.1** Travelers transporting or accompanying clients, patients, students or others entrusted to a spending unit for their care, education or placement, referred to as Guardian Travel, may be reimbursed the cost of meals, not to exceed the maximum per diem. Receipts (or the student signature form) per the state's current guidelines are required.
 - 6.8.2** Employees in undercover operations, law enforcement personnel and others in certain occasional overtime situations, at the direction of the spending officer, may be reimbursed for their expenses. These cases must

have the approval of the spending officer. Agencies should keep appropriate documentation on file.

SECTION 7. Registration Fees

- 7.1** Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference prior to attending. Registration fees should be charged to the employee's Purchasing Card.
- 7.2** Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are to adjust meal reimbursement requests for meals included with the registration fee.
- 7.3** The traveler will not receive an allowance or reimbursement for lodging or food included in registration fees.
- 7.4** If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

SECTION 8. Other Expenses

- 8.1** Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The spending officer may require any or all receipts at their option as a means of cost control.

An agency may allow an employee to file a copied or faxed invoice if the original receipt is lost; however, the Auditor's Office requires two original signatures, in addition to the traveler's. One signature must be the spending officer and the other must be a delegated agency staff person, who has a signature card on file with the Auditor's Office.

Such expenses and reimbursement may include, but are not limited to:

- a.** Baggage storage between appointments and between hotels and meeting places;
- b.** Tolls, garage, and parking fees - excluding valet parking for personal convenience;

- c. Communication expenses, such as (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges and must be made on the current corporate communications travel card; (3) surcharges for long distance calls when the toll charges are direct billed; (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and (5) charges related to internet connections.
 - d. Currency conversion;
 - e. Guides, interpreters, and visa fees; and
 - f. Laundry and dry cleaning when an employee is in travel status in excess of seven days without returning home.
- 8.2** Non-reimbursable travel-related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the spending unit) and personal flight or baggage insurance. Exceptions must be approved by the spending officer.
- 8.3** Employees traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency 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 commissions charged must be shown.

SECTION 9. Form of Payment for Business Travel

9.1 Purchasing Card

- 9.1.1** Travelers must use the Purchasing Card issued by the state of West Virginia for approved business related travel expenses. No personal purchases are permitted.
- 9.2** Travel expenses shall not include food expenses or any personal expenses on hotel folios such as room service or movie expenses. Proper documentation must be provided for any billing (i.e. hotel folios) relating to multiple travelers.
- 9.3** Except where otherwise exempted by statute, policy, or waiver from the State Auditor's Office Purchasing Card Division, the Purchasing Card may not be used to obtain cash, cash credits, or cash advances.
- 9.4** Travelers may request cash advances when using the state's E-Travel Management System for meals and mileage allowances that can't be charge to the Purchasing Card, providing they have set up direct deposit account with the Auditor's Office.

SECTION 10. Reimbursement Forms

- 10.1** Travelers must use the state's E-Travel Expense Management System to reconcile all travel related expenses.

SECTION 11. Other Provisions

- 11.1** In accordance with *West Virginia Code* § 6B-2-5(2), employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the state.

SECTION 12. Exceptions

- 12.1** Any exceptions to this policy must be documented in writing and approved by the Travel Management Office.

SUBJECT: GENERAL

CHAPTER TITLE: TRAVEL REGULATIONS

SECTION TITLE: STATE OF WEST VIRGINIA TRAVEL REGULATIONS

A. **INTRODUCTION**

Effective: 9/01/2010

These procedures **supplement** the State of West Virginia's Travel Policy to ensure compliance. If there are any questions concerning travel policies and procedures, the DOT Travel Coordinator (phone 558-2841) must be contacted. Finally, any reference to "spending unit" or "spending officer" in the State Travel Policy will be interpreted to mean a Department of Transportation agency and it's Executive Officer, respectively.

B. **DOT TRAVEL POLICIES**

Effective: 9/01/2010

1. **ELIGIBILITY**

- a. Employees performing DOT work while in approved travel status will be reimbursed for all legitimate and reasonable expenses as defined in the State Travel Policy.
- b. An employee is in approved travel status when:
 - (1) the employee must leave their assigned official station to perform duties at non-routine locations or areas;
 - (2) the employee's work location must be a minimum of 75 miles or one and one-half hours one-way from the employee's official station;
 - (3) **and** the employee must have the expressed permission of his or her immediate supervisor to conduct the travel before being recognized in travel status.
- c. Organization managers (Division Directors/District Engineers/Managers) may grant an exception, for extenuating circumstances, to the minimum distance or time from the employee's official station noted in item b.(2). The justification for the exception must be written, signed and dated by the manager before the travel. Submit a scan of the original, signed and dated justification with the employee's expense account for processing.
- d. Each organization manager (Division Directors/District Engineers/Managers) will define and maintain an official station assignment log for all assigned employees. The official station is

defined as the boundary of the employee's normal work location (city, town, county, etc.) and will be used to determine eligibility for travel expense compensation. This log will be referenced by the organization manager, or designee, to confirm travel status before approving and transmitting travel reimbursement requests for processing. Official Station Assignment forms must be forwarded to the Accounts Payable Section of the Finance and Administration Division.

- e. Travel expenses incurred while on annual leave or taking compensatory time are not reimbursable.
- f. Travel expenses incurred on Friday night, Saturday night, Sunday night or on holidays are only reimbursable if:
 - (1) the DOT is benefited, and;
 - (2) the traveling employee has written prior approval from his or her organization manager.

2. PRIOR APPROVAL FOR TRAVEL

- a. The following conditions require prior approval on Form WVTMP1.0 signed by the Executive Officer, or designee, of the agency:
 - (1) out-of-state travel that requires an overnight stay or travel expense reimbursement;
 - (2) any travel where funding, all or in part, is neither state appropriated or state administered, unless the funding is personal or is paid by a family member;
 - (3) when personal travel is combined with business, except where there is an extended stay at the business destination for the purpose of receiving transportation discounts;
 - (4) in-state trip expenses are expected to be \$1,000.00 or more per traveler;
 - (5) and, any other circumstance specified by the Executive Officer, or designee, of the agency.
- b. Internal processing of Form WVTMP1.0 for prior approval of travel will be established by each agency's Executive Officer.
- c. For agency processing of out-of-state travel reimbursement see Appendix A.

3. STATE CONTRACTED TRAVEL SERVICES

Currently, the corporate travel card (United Bank MasterCard) issued to permanent employees is an efficient and available tool for paying travel related expenses. The corporate travel cards will be phased out once the DOT agencies begin utilizing the state's E-Travel Expense Management System. This system will utilize agency and employee assigned purchase cards for the payment of travel related expenses.

The corporate travel card is assigned to permanent employees, based on the employee's personal credit history. Some employees are not

eligible to receive the corporate travel card and other employees may receive a corporate travel card with a small credit limit; again this is based on the individual employee's personal credit history, and agency staff cannot change these restrictions.

Supervisors should consider the expense of travel to both the agency and the employee, realizing available resources of each, and manage travel accordingly. This includes being sensitive/aware of individual employees' corporate card limitations and the fiscal issues that traveling employees must deal with.

Questions related to the corporate travel card may be directed to the DOT Travel Coordinator at 558-2841.

- c. The contracted travel service (National Travel Service) must be used when making the following state travel reservations.
 - (1) all commercial airline reservations/tickets,
 - (2) all rail reservations/tickets

NOTE: Upon acceptance of the DOT agencies to utilize the state's E-Travel Management System, new procedures will be utilized to request travel reservations through the contracted travel service. These DOT procedures will be updated to incorporate those changes.

4. Transportation

4.1 Commercial Airlines

- a. Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or reasonable alternate route if it results in lower fare. Third party (internet sites) service fees for airline reservations are not reimbursable.
- b. Upon availability to DOT agency employees, the State's E-Travel Management System must be utilized to make advance bookings to secure the least expensive airfare possible. Reimbursement for tickets where reservations were not made through the state's E-Travel Management System (when available to DOT) will require authorization from the Travel Management Office. Reimbursement may be made to the traveler in advance for airfare purchased 45 to 180 days prior to the trip.
- c. To receive reimbursement, the traveler must submit the original invoice from the travel service vendor. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for a proper credit or refund.

- d. If an increase in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.
- e. Major airlines charge a fee to issue paper flight coupons in situations where an e-ticket is available. E-tickets are the industry standard, are issued automatically, and are sufficient for traveling and reimbursement unless the traveler specifically requests a paper ticket. If a paper ticket is requested, the service charge will not be reimbursed. If travelers experience problems or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.
- f. The purchase card should be utilized to purchase commercial airline tickets.
- g. Agency travelers, whom elect to drive a vehicle in lieu of flying via commercial airline to their business destination, will be reimbursed the lesser amount for reasonable and logical travel expenses. In this situation, a comparison of the travel expenses must be made for the commercial flight as well as privately owned and rental vehicle.

Example:

An employee is required to attend a two (2) day conference in Myrtle Beach, South Carolina. The employee chooses to drive a privately owned vehicle instead of flying via commercial airline. To determine the travel reimbursement for this situation, a following cost comparison is required.

In all the scenarios presented there are two (2) travel days plus two (2) conference days. The meal and incidental expense per diem allowance for Myrtle Beach is \$51 and \$38.25 for the first and last day of travel. Lodging is for three (3) nights.

Commercial flight expenses:

Round trip airline ticket cost	\$225.00
Rental car, including fuel - 3 days	113.00
Lodging expenses - conference rate	375.00
Meals - 2 lunches/1 dinner provided	<u>128.50</u>
Total expenses.....	\$841.50


Privately owned vehicle expenses:

Mileage reimbursement (876 mi.)	\$354.78
Lodging expenses - conference rate	375.00
Meals - 2 lunches/1 dinner provided	<u>128.50</u>
Total expenses.....	\$858.28

Rental car expenses:

Rental car, including fuel - 4 days	\$206.08
Lodging expenses - conference rate	375.00
Meals - 2 lunches/1 dinner provided	<u>128.50</u>
Total expenses.....	\$706.50

In this situation, the employee will only be reimbursed the lesser amount of \$706.50 (rental car scenario), since the employee chose to drive a private vehicle to the conference.

West Virginia Purchasing Division's							
Vehicle Rental versus Reimbursement Calculator							
Input Variables			Vehicle Data Reference Chart				
Total Miles to be Traveled	876	<div style="border: 1px solid red; padding: 2px; color: red;">Input variables here</div>	Hertz Rates				
Total Days in Trip	4		Vehicle Selection	MPGs	Daily	Weekly	Monthly
Car Rental Rate (Daily, Weekly)	\$31.33		Compacts (Neon, Aveo, Echo)	35 MPG	\$27.00	\$148.40	\$578.70
Cost of Gasoline per Gallon	\$2.95		Intermediate (Cobalt, Corolla)	32 MPG	\$31.00	\$170.52	\$664.20
Mileage Reimbursement Rate	\$ 0.405		Fullsize (Impala, Camry)	28 MPG	\$33.00	\$181.51	\$707.10
Rental Car Gas Mileage (MPG)	32	Luxury (A4, 3-Series, C-Class)	26 MPG	\$79.00	\$434.49	\$1,692.90	
Calculated Results			Hybrid (Prius, Accord)	40 MPG	\$39.00	\$269.50	\$1,050.00
Own Car Cost			Medium SUVs (Explorer, Trailblazer)	18 MPG	\$59.00	\$324.52	\$1,264.20
Mileage	\$354.78		Large SUVs (Suburban, Tahoe)	16 MPG	\$79.00	\$434.49	\$1,692.90
Rental Car Cost		<div style="border: 1px solid green; padding: 2px; color: green;">Which is most cost effective?</div>	Small Pick-Up (Ranger, Dakota)	20 MPG	\$79.00	\$434.49	\$1,692.90
Rental	\$125.32		Trucks (Silverado, F-150)	18 MPG	\$99.00	\$544.53	\$2,121.30
Refueling	80.76		Minivans (Caravan, Windstar)	25 MPG	\$54.00	\$324.52	\$1,264.20
Total	\$206.08		12-Passenger Van (Ford & Chevys)	14 MPG	\$74.00	\$434.49	\$1,692.90
			Enterprise/National Rates				
			Vehicle Selection	MPGs	Daily	Weekly	Monthly
			Compacts (Neon, Aveo, Echo)	35 MPG	\$29.73	\$148.65	\$594.60
			Intermediate (Cobalt, Corolla)	32 MPG	\$31.33	\$156.65	\$626.60
			Fullsize (Impala, Camry)	28 MPG	\$34.34	\$171.70	\$686.80
			Luxury (A4, 3-Series, C-Class)	26 MPG	\$55.00	\$275.00	\$1,100.00
			Hybrid (Prius, Accord)	40 MPG	\$45.00	\$225.00	\$900.00
			Medium SUVs (Explorer, Trailblazer)	18 MPG	\$50.00	\$250.00	\$1,000.00
			Large SUVs (Suburban, Tahoe)	16 MPG	\$79.00	\$395.00	\$1,580.00
			Small Pick-Up (Ranger, Dakota)	20 MPG	\$45.00	\$225.00	\$900.00
			Trucks (Silverado, F-150)	18 MPG	\$49.00	\$245.00	\$980.00
			Minivans (Caravan, Windstar)	25 MPG	\$49.00	\$245.00	\$980.00
			12-Passenger Van (Ford & Chevys)	14 MPG	\$94.00	\$470.00	\$1,880.00
WV Gas Prices							
<p>Terms of use: The purpose of the Mileage Calculator is to facilitate comparison and discussion. It is not a verified decision-support system and may not always yield accurate results.</p>							
Revised August 17, 2010							
Updated August 17, 2010							

4.2 Non-Commercial Aircraft Service

Prior to using a state-owned or private aircraft service, the Aviation Division must be contacted regarding proper policies, procedures, and instructions to be followed.

4.3 Ground Transportation

- a. Travelers may use a state-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a state-owned vehicle will be determined by the Fleet Management Office and/or the spending unit's administrative policies and procedures.
- b. Travelers must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or

penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.

- c. In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotels, parking, meals, etc.), **not to exceed** the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.3.1 Privately-Owned Vehicles

- a. Privately-owned vehicles may be used for state travel with advance approval, (see DOT policies and procedures, Volume 1, Chapter 5) when agency owned or leased vehicles are unavailable. It is preferable that employees utilize agency vehicles when available. Privately-owned vehicles should not be used when the reimbursement expenses are expected to exceed \$50.00 per day or mileage reimbursement is expected to cost more than the cost of commercial travel (air, rental car, etc.).

Reimbursement for privately-owned vehicles will be made at the prevailing rate per mile established by the Travel Management Office, 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 expenses of the vehicle (including fuel, maintenance, depreciation, insurance, etc.) and no additional reimbursement will be made.

- b. Receipts are not required for mileage reimbursement when using privately-owned vehicles; however, a comparison **must** be made between using a commercial rental vehicle and a privately-owned vehicle.

Travelers using, and requesting reimbursement for a privately-owned vehicle will be required to refer to the Travel Management web site 'Vehicle Rental versus Reimbursement Calculator' (www.state.wv.us/admin/purchase/travel) The traveler must complete the cost comparison, using the calculator, and submit that cost comparison with the travel expense reimbursement request, unless the mileage reimbursement is \$50 or less, or there are extenuating circumstances requiring the use of a privately-owned vehicle. Extenuating circumstances requiring the use of a privately-owned vehicle must be documented and be acceptable to the State Auditor's audit staff. The traveler will be reimbursed the lesser of rental vehicle or mileage. When the rental car amount is less than paying mileage, the traveler must claim the amount from the calculator and note on the travel expense settlement form "claiming less per calculator".

Example :


An employee must attend a one (1) day meeting in Wheeling. The total (round trip) mileage is 356 miles. Utilizing the Vehicle Rental versus Reimbursement Calculator, the calculated cost for this trip is shown as:

Privately-owned vehicle: \$144.18
Rental Car: \$ 64.15

The employee will be reimbursed the lesser amount of \$64.15.

Short distance trips (mileage reimbursement of \$50 or less) are not required to use the calculator comparison. Extenuating circumstances requiring the use of a privately-owned vehicle may be approved for mileage reimbursement without using the calculator comparison; but these instances must be documented to explain why it was necessary for the employee to use a privately-owned vehicle in lieu of consideration to use a rental vehicle.

**West Virginia Purchasing Division's
Vehicle Rental versus Reimbursement Calculator**

Input Variables			Vehicle Data Reference Chart				
Total Miles to be Traveled	356		<div style="border: 1px solid red; padding: 2px; color: red;">Input variables here</div>	Hertz Rates			
Total Days in Trip	1	Vehicle Selection		MPGs	Daily	Weekly	Monthly
Car Rental Rate (Daily, Weekly)	\$31.33	Compacts (Neon, Aveo, Echo)		35 MPG	\$27.00	\$148.40	\$578.70
Cost of Gasoline per Gallon	\$ 2.95	Intermediate (Cobalt, Corolla)		32 MPG	\$31.00	\$170.52	\$664.20
Mileage Reimbursement Rate	\$ 0.405	Fullsize (Impala, Camry)		28 MPG	\$33.00	\$181.51	\$707.10
Rental Car Gas Mileage (MPG)	32	Luxury (A4, 3-Series, C-Class)	26 MPG	\$79.00	\$434.49	\$1,692.90	
Calculated Results			Hybrid (Prius, Accord)	40 MPG	\$39.00	\$269.50	\$1,050.00
Own Car Cost			Medium SUVs (Explorer, Trailblazer)	18 MPG	\$59.00	\$324.52	\$1,264.20
Mileage	\$ 144.18		Large SUVs (Suburban, Tahoe)	16 MPG	\$79.00	\$434.49	\$1,692.90
Rental Car Cost			Small Pick-Up (Ranger, Dakota)	20 MPG	\$79.00	\$434.49	\$1,692.90
Rental	\$ 31.33		Trucks (Silverado, F-150)	18 MPG	\$99.00	\$544.53	\$2,121.30
Refueling	32.82		Minivans (Caravan, Windstar)	25 MPG	\$54.00	\$324.52	\$1,264.20
Total	\$ 64.15		12-Passenger Van (Ford & Chevys)	14 MPG	\$74.00	\$434.49	\$1,692.90
			Enterprise/National Rates				
			Vehicle Selection	MPGs	Daily	Weekly	Monthly
			Compacts (Neon, Aveo, Echo)	35 MPG	\$29.73	\$148.65	\$594.60
			Intermediate (Cobalt, Corolla)	32 MPG	\$31.33	\$156.65	\$626.60
			Fullsize (Impala, Camry)	28 MPG	\$34.34	\$171.70	\$686.80
			Luxury (A4, 3-Series, C-Class)	26 MPG	\$55.00	\$275.00	\$1,100.00
			Hybrid (Prius, Accord)	40 MPG	\$45.00	\$225.00	\$900.00
			Medium SUVs (Explorer, Trailblazer)	18 MPG	\$50.00	\$250.00	\$1,000.00
			Large SUVs (Suburban, Tahoe)	16 MPG	\$79.00	\$395.00	\$1,580.00
			Small Pick-Up (Ranger, Dakota)	20 MPG	\$45.00	\$225.00	\$900.00
			Trucks (Silverado, F-150)	18 MPG	\$49.00	\$245.00	\$980.00
			Minivans (Caravan, Windstar)	25 MPG	\$49.00	\$245.00	\$980.00
			12-Passenger Van (Ford & Chevys)	14 MPG	\$94.00	\$470.00	\$1,880.00

WV Gas Prices

Terms of use: The purpose of the Mileage Calculator is to facilitate comparison and discussion. It is not a verified decision-support system and may not always yield accurate results.

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Updated August 17, 2010

4.3.2 Commercial Rental Vehicles

- a. A commercial rental vehicle should be used when a temporary need arises, a state vehicle is unavailable, and the expense will be less than the reimbursement associated with a privately-owned vehicle. NOTE: The Travel Management web site (www.state.wv.us/admin/purchase/travel) has a calculator which allows travelers to compare the expense of current contracted rental vehicles, with the current expense of operating a privately-owned vehicle.
- b. Only the state employee renting the vehicle is permitted to operate the vehicle.
- c. Rental of commercial vehicles made outside of the state-wide contract will require authorization from the Travel Management Office, prior to reimbursement for such rentals. Travelers should only resort to using non-contract vehicle rental services in the following situations:
 1. The contract rental vendor does not have a rental service location in the specific area.
 2. The contract rental vendor cannot supply the appropriate vehicle at the time needed.
 3. The contract rental vendor cannot supply the appropriate vehicle for the duration needed.

Travelers must note the applicable exception(s) on their travel expense settlement documentation.
- d. Reimbursement will be made at actual cost for the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage fees and fuel costs. For travel of multiple days, the weekly rental rate may be reimbursed, if that results in a lower total cost than the daily rate.
- e. 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.
- f. The Purchase Card should be utilized for the payment of commercial vehicle rentals. The Purchase Card provides collision damage insurance at no cost, for rental periods up to 31 days. The statewide vehicle rental contract may provide collision damage insurance for vehicle types excluded by the Purchasing Card Program. Refer to the current rental contract.
- g. The Purchase Card Program does not cover (insurance) the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles, motorized scooters, antique cars, high value, special interest and exotic cars, or vans which seat more than eight (8) occupants.

- h. No other insurance or insurance-like product is reimbursable for rental vehicles used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.
- i. Third party (internet sites) service fees for commercial vehicle rentals are not reimbursable.
- j. Receipts are required for reimbursement of commercial vehicle rental, mileage charges or fees. Reimbursement may be made for actual fuel expenses, providing receipts are obtained and attached to the travel expense settlement. Travelers must return rental vehicles with a full tank of fuel. Refueling expenses charged by the commercial vehicle rental vendors are not reimbursable. The FPO (Fuel Prepaid Option) offered by commercial vehicle vendors is not reimbursable.

4.3.3 Other Ground Transportation

a. Rail Service

- 1. Travelers using a rail service must make advanced bookings through the contracted travel services vendor and use the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.
- 2. Receipts are required for reimbursement of rail service expenses.

b. Miscellaneous Ground Transportation

- 1. When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use such service.
- 2. Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized by the Travel Management Office. NOTE: If the Purchase Card is used to make these payments, a receipt is required.

5. Lodging

5.1 Reimbursement - All allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges.

- a. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Requests for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem following travel may be granted subject to agency approval and justification.

NOTE: The Travel Management website www.state.wv.us/admin/purchase/travel has a link - Prescribed Maximum Per Diem Rates for CONUS which allows the traveler to view the maximum per diem rates for lodging (by State and City) as established by the federal government.

- b. Travelers shall secure the lowest rate available at a reasonably priced facility. Certain hotels and motels offer special reduced rates to state employees. Employees **must** be aware of the maximum per diem rates for the area they are traveling and secure lodging arrangements that comply with these maximum per diem rates.
- c. West Virginia Sales Tax and West Virginia Occupancy Tax are not to be paid on lodging billed to the Purchase Card.
- d. Organizations using the Purchase Card to pay lodging or other direct billed lodging methods must have a control in place to audit and insure the direct billed lodging expenses are not also erroneously claimed by and reimbursed to the traveler.
- e. All lodging folios which were **not** paid with the State Purchasing Card or direct billed must have the following notation written on the folio prior to processing the travel reimbursement request:

"Reimburse Traveler"
- f. Multiple occupancy reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations.
- g. If an increase in the lodging charge is incurred, the change is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the traveler's failure to notify the facility will be considered the personal expense of the traveler.
- h. Under no circumstances should a hotel be booked through a third party vendor (i.e. Hotels.com, Travelocity, Expedia, etc). Third party vendors are unable to provide an invoice or folio for reimbursement and charge service fees which are not reimbursable.
- i. Receipts are required for lodging reimbursement. An invoice or folio shall be the official document utilized for reimbursement to the traveler.

6. Meals

- 6.1 Meal Reimbursement - State employees will be reimbursed the cost of meals when there is overnight lodging associated with business travel.
 - a. Meal reimbursement is based on the temporary duty location and is not to exceed the maximum per diem established by the federal government. If a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge". Alcohol and entertainment expenses are specifically excluded.
 - b. Exceptions may be granted to the established rates when authorized by the spending officer. If reimbursement is made in excess of federal government rates, receipts are required and the

spending officer must approve and justify the expenses.

- ˆ. Travelers may request meal allowances in advance of travel when the agency is accepted to use the state's E-Travel Management System. Travelers shall have a direct deposit account with the Auditor's Office to take advantage of this option.
- ä. When meals are provided for the traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount. Current rates and an example of the per diem meal breakdown may be found at the Travel Management Office's website at www.state.wv.us/admin/purchase/travel.
- æ. Meals and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards, or stewardesses, and others on ships, and hotel servants, transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site, and mailing cost associated with filing travel vouchers and payment of government charge card billings.
- f. On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.
- g. Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay and will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to Guardian Travel.

7. Registration Fees

7.1 Registration Fee Reimbursement - Fees or expenses for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable.

- a. Travelers must verify the payment methods with the conference prior to attending. Reimbursements for registration fees at meetings or conferences must be supported by a receipt. Registration fees should be paid using the Purchase Card where possible.
- b. Reimbursement for meals and lodging is disallowed where the food or lodging are included in registration fees (See Appendix A).
- c. If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

8. Other Expenses

8.1 Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate.

a. Such expenses and reimbursement may include, but are not limited to:

1. Baggage storage between appointments and between hotels and meeting places;
2. Tolls, garage, and parking fees - excluding valet parking for personal convenience;
3. Communication expenses, such as local calls which may include a surcharge; long distance calls which may include toll charges and surcharges and must be made on the current corporate communications card; surcharges for long distance calls when the toll charges are direct billed; facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and charges related to internet connections.
4. Currency conversion
5. Guides, interpreters, and visa fees; and
6. Laundry and dry cleaning when an employee is in travel status in excess of seven (7) days without returning home.

b. Non-reimbursable travel related expenses include the cost of passports and personal flight or baggage insurance. Exceptions must be approved by the spending officer.

c. Receipts are required for any individual expenditure in excess of \$75.00. Receipts are required for all (regardless of value) airline baggage checks. The spending officer may require any or all receipts at their option as a means of cost control.

9. Purchase Card Payment for Business Travel

9.1 Once the agency is accepted to use the state's E-Travel Management System, the Purchase Card must be used for the payment of business travel expenses.

a. Travel expenses shall not include food expenses or any personal expenses on hotel folios such as room service or movie expenses. Proper documentation must be provided for any billing (i.e. hotel folios) relating to multiple travelers.

b. Except where otherwise exempted by statute, policy, or waiver from the State Auditor's Office Purchasing Card Division, the Purchase Card may not be used to obtain cash, cash credits, or cash advances.

c. Travelers may request cash advances when the agency uses the state's E-Travel Management System for meals and mileage allowances that cannot be expensed to the Purchase Card, providing the traveler has established a direct deposit account with the Auditor's Office.

10. Reimbursement Form

- 10.1 Once the agency is established with the state's E-Travel Management System, travelers must utilize that system to reconcile all travel related expenses.