

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION No-AR-7.12**

TITLE: TRAVEL

General Summary Statement of Administrative Regulation Purpose. The purpose of this regulation is to set forth the procedures for travel and reimbursement of travel related expenses. These procedures are required to comply with deferral law, state law, Community & Technical College Council, Higher Education Policy Commission, and auditing standards.

EFFECTIVE DATE: January 6, 2006

REVISED: February 11, 2020

PROCEDURE:

Approval to travel shall be secured in advance. Under no circumstances should travel occur without proper approval. Travelers are responsible for submitting for reimbursement a travel expense account settlement form, with all required receipts and attachments within 14 days after the last day of travel.

Travel Request

The "Travel Request" form and instructions for completing the form may be accessed on the shared file. It must be approved prior to travel.

IN DISTRICT

The form must be approved by the traveler's immediate supervisor, a member of president's cabinet, and the Executive Dean of Administrative Services. Upon approval by the Executive Dean of Administrative Services, the travel request form is forwarded to the receptionist for vehicle assignment and disposition of form to be referenced against and attached to the Travel Expense Account Settlement (if applicable). Assignment of vehicles by the receptionist shall be posted in the Share drive.

OUT OF DISTRICT

The form must be approved by the traveler's immediate supervisor, a member of president's cabinet, and the President (or designee). Upon approval by the President, the travel request form is forwarded to the receptionist for vehicle assignment and disposition of form to be referenced against and attached to the Travel Expense Account Settlement (if applicable). Assignment of vehicles by the receptionist shall be posted in the Share drive.

All PO's for lodging, airfare, and registration must be submitted for approval at the same time as the travel request. If registration for a meeting/conference is requested as a direct bill item, submit the request in a timely manner for processing. Allow one month for the state to pay for any expense.

Any special requests must be stated specifically on the Travel Request Form. This includes taking the vehicle to the employee's home the night prior to an early departure time. If two or more Eastern employees are traveling together in a vehicle, the driver shall submit the travel request form and the other persons traveling shall be listed on the form.

Each traveler must submit separate travel requests for approval of individual travel expense reimbursement or for travel expenses they are paying on behalf of one or more additional travelers. These requests must be approved prior to travel.

Only state employees or Eastern students holding a valid driver's license can be authorized to drive a state vehicle. Only persons who have a professional or employment relationship with the College are eligible to ride in State vehicles. Special permission for anyone other than an Eastern employee must be obtained prior to travel. Students of Eastern, who are on official College business, will be permitted to drive and travel in a State vehicle.

Smoking is not permitted in any State vehicle. No alcoholic beverages are allowed in state vehicles. This includes alcoholic beverages sealed in a box or container.

Blanket Travel Coverage

Blanket coverage for travel is only available for those who regularly travel in the district to multiple places or for the same purposes, such as daily bank deposits or for instructors that will be utilizing a state vehicle to travel to class for the duration of the semester. A Travel Request form for blanket coverage should be completed and submitted for approval one week prior to the beginning date for the period to be covered. The approval steps stated in the Travel Request section above pertain to blanket travel coverage.

Vehicle Assignments

State vehicles will be assigned by the receptionist based upon availability with persons traveling the greatest distance having preference.

The van will be assigned last for the following reasons:

1. It is used for hauling equipment.
2. It is used for transporting groups of more than four people

Keys

Keys to the vehicles are signed out through the receptionist's desk. If the traveler is returning late, the keys may be placed in the lockbox for keys. When signing the key out, indicate on the sign out sheet if the key will be locked in the vehicle upon return.

Mileage Logging

Travelers are required to log the odometer reading at the beginning and end of each trip on the mileage tracking sheet located in each vehicle. Travelers must also note their destination, functional unit, and mileage at the time of gas purchase (if applicable). Lastly, travelers must indicate if the gas card is in the vehicle before and after each trip.

Gas Credit Cards

The ARI credit cards are kept in each vehicle. When logging in the beginning mileage on the log sheet, check to make sure the cards are in the vehicle. When logging the end mileage on the log sheet at the end of the trip, again check to make sure the cards are in the vehicle.

Vehicles should be returned with more than ¾ tank of gasoline. Receipts for gas shall be submitted to the Fleet Coordinator's gas receipt box. Receipts are to be signed and the license number for the vehicle shall be documented on the receipt.

Vehicle Checklist & Emergency Kits

Maintenance will perform regular vehicle inspections using the state-recommended checklist. Travelers are expected to report any and all issues to the fleet coordinator, which will be relayed to maintenance. Additionally, all vehicles will be equipped with emergency kits containing first aid kits, jumper cables, and other emergency items.

Reimbursable Expenses

Please see Chart of Reimbursable Expenses for listing of allowable expenses, reimbursable amounts, receipt requirements and additional information.

Travel Expense Account Settlement

Travel Expense Account Settlement form and instructions for completing the form are available on the share file.

Each individual must submit a Travel Expense Account Settlement form to be reimbursed for travel expenses or for travel expenses paid on behalf of a group (these expenses must be approved prior to travel to be reimbursable). All group travel must be submitted together to the State Auditor's Office for payment. Therefore, each traveler in the group should submit settlement forms together.

The form must be filled out completely. An incomplete form or submission of unapproved expenses will be returned. Receipts, as required, must be attached in the proper format. The form shall be signed by the immediate supervisor and the President (or designee) and submitted to the Cashier for processing. A copy of the approved Travel Expense Account Settlement form will be sent electronically to the traveler for their records. The Travel Expense Account Settlement must be submitted within two weeks of travel. Other arrangements must be approved by the Executive Dean of Administrative Services.

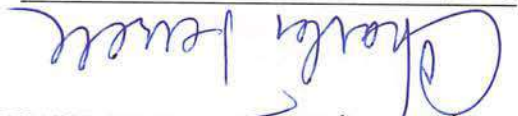
Cancellation of a Travel Request

Notify the receptionist if a Travel Request is cancelled so that the vehicle might be made available to other staff members.

Related Documents and Policies

Please see Eastern West Virginia Community & Technical College Board of Governors Policy No. BP-7.5, *Travel Management*; and Attachment 1, *Chart of Reimbursable Expenses*.

The Executive Dean of Administrative Services is responsible for implementation, interpretation, and review of the Travel Regulations procedures.



Dr. Charles Terrell, President

3/12/2020

Date

Approved by IET: 1/13/2020
Approved by President's Cabinet: 2/11/2020
Reviewed by Board of Governors: 2/19/2020