



**Administrative Policy #:** [Click or tap here to enter number](#)

**Title:** Official University Travel

**Effective Date:** [Click or tap here to enter date](#)

## **SECTION 1. PURPOSE & SCOPE**

- 1.1. **PURPOSE:** The purpose of this administrative policy is to establish uniform guidelines for in-state, out-of-state, and international travel on behalf of Fairmont State University. It ensures consistent application of procedures for authorizing, conducting, and reimbursing official University travel, while maintaining compliance with state and federal laws and regulations.
- 1.2. **SCOPE:** This administrative policy applies to all individuals traveling on official University business, including faculty, staff, students, members of the Fairmont State University Board of Governors, and candidates interviewing for positions with the University. Travel expenses for contractors or consultants are covered under this administrative policy when specified in their contracts. Reimbursements from federal, state, or private grants must comply with grant-specific terms; otherwise, this administrative policy governs the reimbursement process.

## **SECTION 2. APPROVAL, DELEGATION & APPLICABILITY**

- 2.1. **AUTHORITY:** The Fairmont State University Board of Governors delegates authority to manage, approve, and audit travel-related activities to the President. The President has delegated approval authority to the Finance and Administration Office. The President or Chief Financial Officer may issue Administrative Procedures or guidance to ensure compliance with federal, state, and Internal Revenue Service (IRS) travel regulations.
- 2.2. **DELEGATION:** Executive Leadership Team (ELT) members may delegate approval of official travel to supervisors. Unit budget managers are responsible for approving travel only when sufficient funds are available.
- 2.3. **APPLICABILITY:** This administrative policy applies to employees (faculty and staff), members of the Board of Governors, students traveling on University business, interviewees or employment candidates eligible for reimbursement, contractors and

consultants under qualifying agreements. Community members not affiliated with Fairmont State University are not eligible for reimbursement unless their participation is required and approved by the President's Office.

### **SECTION 3. DEFINITIONS**

- 3.1. CDW: Collision Damage Waiver insurance applicable to rental vehicles.
- 3.2. GSA RATE: The General Services Administration's published per diem rates for meals and lodging by geographic location.
- 3.3. P-CARD: The institutional purchasing card used for official University expenditures, including allowable travel costs.
- 3.4. TRAVEL: Any in-state, out-of-state, or international travel conducted on official University business.
- 3.5. TRAVELER: Any individual authorized to travel on behalf of the University.

### **SECTION 4. POLICY**

#### **4.1. TRAVEL AUTHORIZATION AND REIMBURSEMENT**

- 4.1.1. All travel must be pre-approved by the appropriate supervisor or budget authority prior to departure.
- 4.1.2. Travelers must submit a Travel Expense Settlement Form and supporting receipts within two weeks of completing travel.

#### **4.2. TRANSPORTATION**

##### **4.2.1. Air Travel**

- 4.2.1.1. It is preferred that airline tickets are purchased using a University P-Card.
- 4.2.1.2. Reimbursement is limited to the least expensive logical fare via the most direct route.
- 4.2.1.3. Paid receipts (not booking confirmations) are required.
- 4.2.1.4. Travelers may retain frequent flyer miles in accordance with the WV Ethics Act 6B-2-5(b)(2).
- 4.2.1.5. Any personal benefit or unauthorized change resulting in added cost is non-reimbursable.

#### 4.2.2. Ground Transportation

- 4.2.2.1. Preferred ground travel method is commercial rental vehicle.
- 4.2.2.2. Privately-owned vehicles may be used with reimbursement at the current GSA mileage rate.
- 4.2.2.3. Use of the University's rental contract (Enterprise) is encouraged.
- 4.2.2.4. CDW is provided in the University's rental contract.
- 4.2.2.5. Travelers must return vehicles with equivalent fuel levels; refueling charges by the rental agency are generally non-reimbursable unless extenuating circumstances are present and indicated on the Travel Expense Settlement Form.

#### 4.3. LODGING

- 4.3.1. Lodging expenses will be reimbursed at actual cost within GSA guidelines.
- 4.3.2. In-state lodging paid with a P-Card is tax-exempt; travelers must present a tax-exempt form at check-in.
- 4.3.3. Receipts (folio/invoice) are required for reimbursement.
- 4.3.4. Third-party booking services (e.g., Expedia, Hotels.com) are discouraged due to booking fee charges.
- 4.3.5. Airbnb/VRBO-type lodging is permitted with:
  - 4.3.5.1. Pre-approval from the traveler's supervisor.
  - 4.3.5.2. Payment will be made using personal means.
  - 4.3.5.3. Reimbursement will occur at the GSA lodging rate.
  - 4.3.5.4. The traveler must be the contracting party with the lodging provider.

#### 4.4. MEALS

- 4.4.1. Reimbursement for meals is based on federal GSA per diem rates and requires an overnight stay.
- 4.4.2. Alcohol and entertainment expenses are not reimbursable.
- 4.4.3. When meals are provided, per diem must be reduced accordingly.
- 4.4.4. First and last day of travel are reimbursed at 75% of the per diem rate.

#### 4.5. REGISTRATION FEES

- 4.5.1. Conference, meeting, or workshop registration fees are reimbursable when supported by a receipt.
- 4.5.2. Fees should be paid with the University P-Card when possible.
- 4.5.3. Lodging or meals included in the registration fee may not be reimbursed separately. A copy of the schedule of events for the meeting, conference, seminar or workshop should therefore be provided with the travel reimbursement request.

#### 4.6. OTHER EXPENSES

- 4.6.1. Reimbursable expenses may include baggage fees, parking, tolls, internet access, currency conversion, visa fees, and laundry (for trips over seven days).
- 4.6.2. Receipts are required for all P-Card expenses and for reimbursements exceeding \$75.
- 4.6.3. Non-reimbursable expenses include passports, personal flight insurance, and personal entertainment.

#### 4.7. INTERNATIONAL TRAVEL

- 4.7.1. Prior to planning international travel, travelers should consult with the Office of Global Engagement.
- 4.7.2. International travel to countries in which there is heightened risk, such as the issuance of a U.S. Department of State travel warning or Center for Disease Control (CDC) health advisory, requires Presidential approval prior to authorization.

### SECTION 5. COMPLIANCE

- 5.1. COMPLIANCE: This administrative policy aligns with West Virginia State Auditor's Office Travel Audit Guidelines, Internal Revenue Service (IRS) regulations, West Virginia Code, and Federal and state grant regulations.
- 5.2. NONCOMPLIANCE: Failure to comply with this administrative policy may result in denial of reimbursement and/or disciplinary action. Personal expenses charged to institutional

accounts must be reimbursed to the University within three business days of notification.

#### **SECTION 6. REVISION HISTORY**

6.1. FREQUENCY OF REVIEW: This administrative policy will be reviewed every three years, or as regulations change, by the Finance Office and the Office of the President.

6.2. APPROVED: [Click or tap here to enter text](#)

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