

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**TRAVEL POLICY**

Date approved by cabinet: March 8, 2023

Effective date: April 20, 2023

Expiration date (5 years from effective date if not renewed): April 20, 2028

Section 1. Purpose

- 1.1. BridgeValley Community and Technical College (College) will comply with all state travel regulations, as provided in the West Virginia Council for Community and Technical College Education, Series 29: Travel and as provided by the West Virginia Department of Administration's State Travel Management Office: <http://www.state.wv.us/admin/purchase/travel/default.html> as well as BridgeValley Community and Technical College Board of Governor's Policy E-1 located at the following link:
https://www.bridgevalley.edu/sites/default/files/BridgeValley_Site_Files/BOG/Policies/Adopted/Policy%20E-1%20Travel.pdf

Section 2. Procedures

- 2.1. In order to ensure compliance with state travel regulations for all faculty and staff travel, the following procedures are required. (Section numbers refer to the State Travel Policy available on the website above.) Below is basic information regarding policies referenced above. They are in no way meant to be a complete list of policies. A list of travel related policies may be found at the following locations:
BOG Policy - https://www.bridgevalley.edu/sites/default/files/BridgeValley_Site_Files/BOG/Policies/Adopted/Policy%20E-1%20Travel.pdf
WV State Travel Management - <http://www.state.wv.us/admin/purchase/travel/default.html>
WV Council for CTC Education - <https://wvctcs.org/wp-content/uploads/rules-policies/135-29.pdf>
- 2.1.1. A Travel Authorization Form must be completed by any employee who is traveling for college related reasons, either in-state or out-of-state. Out-of-state travel requests must be submitted at least two weeks prior to departure; in-state travel requests must be submitted at least one week prior to departure. (Sec. 3.1.1) This form must be submitted for all travel, even if no expenses are being claimed. A blanket travel authorization for repetitive travel, such as travel between campuses can be completed for entire fiscal year with supervisory approval. These blanket authorizations must be submitted to the Travel Coordinator to keep on file. Complete Banner coding information should be provided for accurate budget reporting. Reimbursable travel must be approved

by the immediate supervisor and submitted to the Travel Coordinator in the Financial Affairs Office to verify adequate funds, to coordinate, and to book the travel from one central location to ensure the best rates.

- 2.1.2. Travelers must reserve state vehicle through the appropriate office, and comply with all State of West Virginia regulations. (Sec 4.2). Travelers are required to check availability of state vehicles prior to requesting reimbursement for privately-owned vehicles. Travelers are also required to check rental car rates to determine if more cost effective than obtaining reimbursement from privately-owned vehicles.
- 2.1.3. To operate a state vehicle, employees must have a valid driver's license, a copy of which must be on file in Human Resources. Employees are required to notify Human Resources if their license is revoked and/or suspended and will be unable to operate a state vehicle. Failure to notify Human Resources could result in disciplinary action up to and including termination. When BRIM notifies the College that the on-line driving examination is made available, employees that have not completed this test are required to do so. The College will provide defensive driving training on a regular basis. Employees must take this defensive driving training on a regular cycle, minimally every two years, prior to operating a state vehicle. Driver use of wireless communication devices, except when they are hands free, is prohibited while operating a state vehicle. Use of alcohol, drugs, or tobacco products by all vehicle occupants is prohibited within a state vehicle.
- 2.1.4. A Travel Expense Settlement Form must be submitted, with receipts as outlined in the West Virginia state travel regulations and institutional policy for all reimbursable expenses. (Sec 3.1.2) The Travel Expense Settlement must be completed within ten business days after completion of the travel. Failure to submit the report within 30 days will result in non-payment of travel with state funds. (Sec 3.1.2)
- 2.1.5. Reimbursement for travel in privately-owned vehicles will be from an employee's established headquarters or residence, whichever provides the shortest practicable route to the destination and which excludes normal daily commuting mileage. (Sec 4.2.4.1) Each employee is assigned a specific headquarter (home campus) location. Travel to another College campus or other required travel will be reimbursed based upon the verified mileage. Note this travel is reimbursed only after verifying that a state vehicle is unavailable in accordance with the State Travel Policy, (section 4.2.4.1) and BridgeValley Vehicle Usage Policy (E-OP-6- 14). This written verification must be submitted along with the approved travel expense settlement prior to being paid for mileage. Mileage will be reimbursed at the prevailing rate determined by the State Travel Management Office. The state of West Virginia is not statutorily required to follow the federal mileage reimbursement rate set by the Internal Revenue Service. Instead, the current published West Virginia mileage rate can

be found at the following website:

<http://www.administration.wv.gov/departmentnews/Pages/DeptOfAdminincreases-rate.aspx>.

- 2.1.6. Reimbursement for travelers in privately-owned vehicles must provide some form of documentation of mileage such as a printout of MapQuest; however, this documentation is not required for the established mileage to/from campus locations.
 - 2.1.7. Receipts for all travelers are required for all non-meal purchases including, but not limited to, tolls, garage, and parking fees. (Sec 8.1) Employees will be reimbursed for meals and incidentals at the per diem rate. The appropriate per diem rate can be found at: <http://www.gsa.gov/portal/category/21287>. The per diem rate is based upon the traveler's original point of destination for the entire trip. When meals are provided, the maximum daily rate shall be reduced by the appropriate amount. A chart can be found at: <http://www.gsa.gov/portal/content/101518>. Purchases for travel made with the State Purchasing card must be listed in the appropriate area on the Travel Settlement and copies of the receipts attached.
 - 2.1.8. Both the Travel Authorization form and the Travel Expense Account Settlement form are available electronically on SharePoint. Once you sign into the Intranet at <https://www.bridgevalley.edu/intranet>. Click on the BridgeValley SharePoint link and enter the verification code. Click the Financial Affairs tab and search the Forms and Manuals folder for the travel forms.
- 2.2. The College's Spending Officer, which has the authority to manage, approve, or disapprove travel and travel-related expense, is the President. The President's designees are the Chief Financial Officer and the Finance Manager.