

WEST VIRGINIA UNIVERSITY BOARD OF GOVERNORS
Meeting of June 6, 2003

ITEM: Modification of BOG Policy 4: Travel.

INSTITUTION: West Virginia University, West Virginia University
Institute of Technology, West Virginia University at
Parkersburg, Potomac State College of West Virginia
University

COMMITTEE: Business Affairs

RECOMMENDATION: Resolved: That the West Virginia Board of Governors
approve the updated Travel Policy:

STAFF MEMBER: Dr. Gary Rogers
Associate Vice President for Finance

BACKGROUND In order to reduce travel expenses and related
administrative costs, West Virginia University would like
to discontinue its practice of reimbursing employees for
meals during single day travel.

The West Virginia University Board of Governors is asked
to approve the updated Travel Policy reflecting this change.
(Mandated changes in terminology regarding the
University's procurement card are also made in this update
of the policy but are not shown.)

The proposed changes related to meal reimbursement are
indicated in the attached section of the Policy.

POLICY #4 TRAVEL

Section 7. Meals

- 7.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.
- 7.2 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's policies and procedures.
- ~~7.3 Meal expense reimbursement for single day travel (when there is not an overnight stay) is allowed when travel time begins and/or extends more than two (2) hours beyond the traveler's normal work day. Reimbursement will be made for actual expenses up to the maximum daily rate as follows:~~
- ~~7.3.1 To be eligible for breakfast, the traveler must begin the trip at least two (2) hours before the traveler's normal work day commences.~~
- ~~7.3.2 To be eligible for dinner, the traveler must end the trip at least two (2) hours after the traveler's normal work day ends.~~
- ~~7.3.3 Any employee who qualifies for either breakfast or dinner may also qualify for lunch, provided the employee is traveling or is in travel status during her or his normal lunch period.~~
- ~~7.3.4 For the purpose of determining the amount(s) allowable for meals for single day travel, the traveler may claim reimbursement for actual expenses according to the institution's policies and procedures.~~
- 7.3 Meal expense reimbursement for single day travel (when there is not an overnight stay) is not allowed.
- 7.4 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.
- 7.4.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required; or in lieu of receipts for students, a student signature form, in accordance with the Auditor's current guidelines, may be provided.
- 7.4.2 Board and Commission Members: For a single day travel (where there is not an overnight stay), in conjunction with the performance of their official duties, Board and Commission members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.