

Title: #VII-3. Institutional Travel and Vehicle Usage Guidelines

Date: July 12, 2018 (Replaces version dated March 14, 2017)

General

This administrative guidance is provided for the purpose of implementing Board of Governors [Policy E-04](#), "Travel," which governs all in-state, out-of-state, and international travel for West Virginia University at Parkersburg and applies to employees, students, interviewees and new hires of the institution. Any consultant or contractor travel should be included as part of the consulting/contractor fee agreement. Questions regarding travel may be directed to the Purchasing Department.

All travel arrangements shall be made using the most cost effective method of travel available.

Travel Authorization

The President's authority to manage, approve or disapprove travel and travel related expenses may be delegated by the President to executive level administrators as deemed necessary.

Approval to travel shall be secured in advance by the employee by use of the [Travel Authorization Form](#). This form, found on the WVU at Parkersburg Intranet under "forms," must be completed for all anticipated travel and approved in advance. The approved form must be presented when reserving a State Car and must accompany the traveler's request for expense reimbursement. Under no circumstances should an employee travel without proper approval.

Reimbursement

For travel expenses paid with personal funds or personal credit cards, employees are responsible for submitting an original, signed [Travel Expense Account Settlement](#) form approved by the appropriate administrator with all required backup documentation/receipts to the Purchasing Department within 60 days after the last day of the travel.

Business/Personal Travel

Careful records must be maintained to separate the expenses incurred during any personal portion of authorized business travel. WVU at Parkersburg will not reimburse personal expenses.

Commercial Airlines

Guidelines regarding air travel are provided in Section 6 of [Policy E-04](#).

Ground Transportation

Employees may use a state owned vehicle, privately owned vehicle, commercial rental vehicle, or rail service for ground transportation when traveling on official college business. The following administrative guidelines for ground transportation are provided to supplement Board of Governors [Policy E-04, Travel](#). A State vehicle should be the primary type of vehicle used for ground transportation. If not available, then either a contract rental vehicle or Privately Owned Vehicle (POV) should be used, whichever will result in the lowest cost to the college.

Any civil/legal action regarding an individual's driver's license will concurrently affect their use of State-owned or contracted vehicles. It is the employee's responsibility to report such action to the vehicle use coordinator. Violation of these guidelines and procedures or failure to report loss of state driver's license may result in loss of privilege to use a State vehicle, a rental vehicle, and/or disciplinary action.

State Fleet Vehicles

WVU at Parkersburg maintains a fleet of State vehicles for official business use **by employees**. Students receiving federal Work Study funding are not classified as employees and therefore not authorized to drive State vehicles. Smoking and alcoholic beverages are not permitted in State vehicles at any time.

All vehicle users must:

- Provide a photocopy of a current, valid driver's license;
- View the defensive driving video provided by the Travel Management Office;
- Review, sign and submit the Defensive Driving Training form and submit it to the fleet coordinator;
- Review and sign the Fleet Management Program's Driver Acknowledgement Form, have it approved by their supervisor, and submit to the fleet coordinator.
- Provide an emergency contact phone number to the fleet coordinator to keep on file in case of emergency;
- Complete a Vehicle Authorization Record Form for all trips including state, rental and personal vehicle. At minimum these cards will include the following:
 - o Name of Driver
 - o Vehicle Type
 - o Destination
 - o Purpose of Travel
 - o VIN #
 - o Departure Date
 - o Return Date
 - o Beginning Mileage
 - o Ending Mileage
 - o Signature of the employee
 - o For State and rental vehicles, a pre-trip safety inspection is required and may be documented on the back of the vehicle utilization record.

- Review and sign fuel card user agreement; and
- Be 21 years of age or older.

Exceptions to the eligibility requirements must be approved by the President.

Employees who wish to reserve a state car may do so by contacting the Business Office at Ext. 223 or by completing the online form located at <http://forms.wvup.edu/statevehiclerequest>. When requesting a state vehicle the following information is required:

- Name of driver
- Passengers
- Purpose of travel
- Budget code
- Expected departure time
- Expected time of return

Driver Training

From time to time, the State of West Virginia requires that those who wish to operate college-owned, rental or personal vehicles must participate in a required Driver Training. The driver training must be completed prior to operating any vehicle utilized for college business or being reimbursed for mileage. Questions regarding the Driver Training video may be directed to the Safety Officer's assistant at ext. 217.

Defensive Driver Training Acknowledgement Form

After completing the driver training video, the employee should print a copy of the defensive driver training acknowledgment form, sign and forward it to the Safety Officer's assistant located in the Business Office. Completion of driver training is necessary to use a college vehicle, a contracted rental vehicle, or to be reimbursed for mileage. A listing of those personnel authorized to use State vehicles is maintained by the college's Fleet Coordinator. An updated list is provided to the vehicle use coordinator in the Business Office when changes occur.

Fleet Policies and Procedures Driver Acknowledgement Form

Any employee required to drive a college-owned, rental, or personal vehicle is required to review the college's fleet policies and procedures. Upon completion of this review, the employee is required to complete a Fleet Policies and Procedures Driver Acknowledgement Form, sign it and submit it to their supervisors. Supervisors will then sign the form and submit it to the WVUP Business Office.

To utilize a State vehicle, authorized drivers (see qualifications above) will:

1. Contact the vehicle use coordinator in the Business Office in person or by calling Extension 223. If this is the first time the individual is using a State vehicle or the requestor's name does not appear on the approved list of drivers, the requester must

present his or her Driving Authorization Card or a valid driver's license to reserve the vehicle.

2. On the day of the trip, pick up the keys, a yellow Trip Mileage Card (for college-owned and rental vehicles) or blue Personal Vehicle Utilization Record, and the gasoline credit card (if necessary) at the Business Office. If other authorized drivers will use the vehicle, inform the vehicle use coordinator and include the name(s) of the authorized driver(s) on the vehicle usage form. If the keys will be picked up after 4:00 pm or when the Business Office is closed, make arrangements ahead of time with the coordinator.
3. Upon completion of the trip, fill the vehicle with fuel, return the vehicle to campus and remove any trash and all business/personal items from inside the vehicle, and complete all information requested on the Vehicle Utilization Card. Drivers are required to return the keys, the completed mileage card, and the credit card to the Business Office. Drivers using their personal vehicles should retain the blue Personal Vehicle Utilization Record and attach it to their travel reimbursement form.

If returning the vehicle between 4:00 pm and 11:00 pm, the driver should return the keys and mileage card to security by calling 304-834-7383.

If returning the vehicle after 11:00 pm, the driver should make alternative key drop-off arrangements with the vehicle use coordinator prior to checking out the vehicle.

Note: The driver may be responsible for the cost of replacing any lost keys if the keys are left with other individuals or deposited elsewhere.

Charges

The user's budget will be charged at the current rate per mile used for mileage reimbursement. If the requester takes the keys but does not use the vehicle, a \$25 charge may be assessed. If trash is left in the vehicle, the driver may be assessed a \$25 cleaning charge.

No Shows

A reserved vehicle will be held up to one hour after the scheduled time. At that time, the vehicle will be made available for use by others.

Overnight Usage Pre- or Post-Trip

The vehicle may be driven home prior to the day of the event or the night of the event if doing so will reduce fuel costs and/or ensure safe traveling. This determination will be made on a case-by-case basis ensuring minimal personal use.

Vehicle Utilization Card

The yellow Vehicle Utilization card is used to record the vehicle mileage, the budget number to be charged, the purpose of the travel, VIN number, dates of travel, name of driver, proof of pre-

trip safety check and any maintenance issues with the vehicle. In addition, by scheduling and using a vehicle, individuals are agreeing to the terms of the college's policy and procedures regarding vehicle usage. Emergency guidance is provided on the back of the card.

Vehicle Ownership

The vehicle registration card is in the glove box. State vehicles are owned by West Virginia University at Parkersburg, an agency of the state government of West Virginia, and are used for official business only.

Insurance

The vehicle and its occupants are protected by state-held automobile and property insurance. A copy of the insurance policy is in the automobile glove box.

Violations

The driver is responsible for any fines that are the result of violations of motor vehicle regulations.

Accidents

The driver shall provide all information requested by authorities and request a copy of the accident report; this must be submitted with the college's insurance claim. The driver may use the gasoline credit card or state purchase card for rental vehicles, or towing expenses and must keep all receipts. The driver should call the college at 304-424-8224 between 8:00 a.m. and 4:00 p.m.; after 4:00 p.m. and on weekends, 304-834-7383. Collect calls will be accepted in an emergency.

Emergencies

In the event of mechanical breakdown, the driver should call the college first, then, if necessary, use the gasoline credit card or state purchase card to pay for services required to the automobile. All receipts must be retained to justify expenses on the reimbursement request.

Maintenance

Maintenance for WVU Parkersburg State vehicles is the responsibility of the Facilities and Grounds Department. Users are requested to indicate on the yellow trip card any mechanical problems noted during pre- and post-trip inspections when the vehicle is returned. The vehicle use coordinator will notify Facilities and Grounds of any mechanical issues reported.

Refueling of Vehicles

It is the responsibility of each driver to refuel the college-owned or rental vehicle prior to returning it at the end of the trip. Drivers will be provided with a fuel credit card to utilize when refueling the vehicle. Fuel cards may not be used to refuel personal vehicles. Prior to utilizing a fuel card, each employee is required to complete and sign a Fuel Card User Agreement and return it to the WVUP Business Office.

Rental Vehicles

WVU's rental vehicle contract with Enterprise Corporation includes WVU Parkersburg. Guidance provided by the Governor's Office in a memorandum dated April 8, 2008, indicates that rental vehicles should only be used when:

- A temporary need arises
- State vehicles are not available, and
- The cost of the rental car will be less than the cost of Privately Owned Vehicle (POV) reimbursement.

To reserve a rental vehicle, the individual should contact the Purchasing Office to discuss his or her requirements and submit a Purchase Requisition. The Purchasing Office staff will make all arrangements for the rental vehicle and payment will be made by State Purchasing Card charged back to the respective departmental budgets. Individuals may either pick up and return the rental vehicle at the Enterprise office or have Enterprise deliver and pick up the vehicle at the campus.

Scheduling as far in advance of the event as possible is recommended to ensure availability of vehicles. The local Enterprise office may not have vehicles available on short notice.

Privately Owned Vehicles

Privately owned vehicles (POVs), when used for official business travel, may be reimbursed at the standard State of West Virginia mileage rate in effect at the time of travel. However, travelers should check to see if use of a commercial rental vehicle is more cost effective before using a POV.

According to guidance provided by the State of West Virginia Governor's Office, privately owned vehicles (POVs) should not be used when reimbursement costs are expected to exceed \$50 per day, unless an agency approves use because of the following:

- An agency vehicle is not available, and
- The cost of mileage reimbursement for POV is less than the cost of commercial travel for an employee (air, rental car, etc.)

Lodging

According to [Policy E-04](#), reimbursement for lodging requires receipts and includes actual expenses for overnight accommodations, use of a room during daytime and all applicable taxes and surcharges. Personal expenses, such as for movie rental or room service, are not reimbursable.

Meal Reimbursement Guidelines

Meal reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rate (ADR) as established by the General Services Administration (GSA).

This rate may be found for the travel location on the “Per Diem Rates” page at www.gsa.gov. Specifically excluded for reimbursement are alcoholic beverages and entertainment expenses.

Receipts are not required for meal reimbursement.

Meal reimbursement for single day travel when there is not an overnight stay is not allowed. Additional guidance regarding meal reimbursement is provided in [Policy E-04](#).

Registration Fees

Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, including those that include lodging and meals may be paid in advance by use of the P-Card through the Purchasing Department. This payment will be listed on the travel settlement form at completion of travel as a “direct billed” cost and will not be reimbursed to the traveler. (A copy of the P-Card receipt available from the Purchasing Department will be attached to the travel settlement form for all “direct billed” costs. Travelers may also pay the registration fee or charge with a personal credit card and obtain reimbursement at completion of travel according to the guidelines provided in [Policy E-04](#).

Other Expenses

Travelers may incur other business related expenses, which may or may not be reimbursable, as defined in [Policy E-04](#).

The traveler may make one personal telephone call home per day, with the charge not to exceed \$3.00 each day, when the trip involves multiple days of travel or a single day of travel where the traveler is unexpectedly delayed for business reasons.

Student/Group Travel

See [Answer Book #VII-3A](#).

Responsible Administrator: Executive Vice President of Finance & Administration, 304-424-8224