



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
AUD093310

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
RON PRICE
304-558-0492

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

STATE AUDITOR'S OFFICE
 BUILDING 1, ROOM W100
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
11/25/2008				

BID OPENING DATE: **12/11/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
CHANGE BID OPENING DATE FROM 12/10/08 TO 12/11/08 AT 1:30 PM.						
CHANGES TO SPECIFICATION AND RESPONSES TO WRITTEN QUESTIONS ARE ATTACHED.						
0001	1	LS		961-20		
TRAVEL EXPENSE REPORTING AND MANAGEMENT SERVICES						
***** THIS IS THE END OF RFQ AUD093310 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50100, Charleston, WV 25305-0130

Addendum #2
Response to Questions
RFQ# AUD093310

***Section 1-TRX Written Questions**

1. What is the primary airline used by the State?

WVSAO Response:

US Air and Delta are the primary carriers

2. What are the top five city pairs used by the State?

WVSAO Response:

Currently they are Washington DC, Chicago, Tampa, Orlando, and Los Angeles.

3. Section 2.1. "The Vendor will be expected to travel within the State to attend and conduct meetings, planning sessions, host configuration development workshops and provide training." Also see Section 3.2.7.1. "Training needs will require various workshops to be conducted around the state." Please clarify the extent to which travel will be necessary. Ideally a number of trips / on-site meetings could be specified. Travel (as opposed to virtual meetings) is a driver of cost.

WVSAO Response:

The WVSAO's intent is to ensure their core staff is adequately trained to exercise the "train the trainer" concept. Therefore, we believe a minimum of two (2) face-to-face sessions may be required to train the WVSAO staff and the initial piloting agency representatives in combination with web-based training and user guides, etc. During the roll-out phase, it is anticipated to conduct one (1) web or virtual training session per month, not to exceed twelve (12) per calendar year.

4. Section 3.2.1.1. "Approximately 10 State agencies / entities are expected to participate initially in the offering, and additional agencies will be added to the portfolio over the life of the contract." Can you clarify the timeline for the ramp-up of the 135 agencies? Even at a high level, it would help to understand your goals. For example, one scenario would have 10 agencies on a pilot, and then all 125 agencies joining the system within 30 days. The other extreme; an alternate scenario might involve phased roll-outs over the course of a year or a couple years.

WVSAO Response:

The WVSAO's goal is a phased roll-out to be implemented over the course of one (1) year. We can not establish an exact timeline for the remaining agencies at this time. There is no guarantee that all 135 agencies will participate but it is a potential. The overarching effort and goal of the WVSAO is to strongly encourage the use of the system for uniformity by all agencies.

5. Section 3.2.1.1. "Additional services may include support of credit card programs for the various Higher Education entities and Research Corporations credit card

programs as well as local government entities who choose to participate in the Purchasing Card Program.” What kind of support is envisioned in this statement?

WVSAO Response:

The WVSAO's intent is to provide for an option to allow these entities to “piggyback” the awarded contract.

6. Section 3.2.3.2. “It is desirable for the system to be able to provide for transition of existing travel profiles that may exist electronically or on paper.” How many profiles exist today? When were the profiles last updated? How many profiles are on paper? Are all profiles created in a consistent format? Are the profiles stored on a GDS? Is it a requirement that the tool synch up the profiles to the GDS?

WVSAO Response:

The State's current travel agency (National Travel) maintains a limited database of current travel profiles. They have 958 travel profiles stored in a GDS, which are updated as needed. However, there is the potential for all state employees to establish a travel profile. This is National Travel's profile system; not the State's profile system which will vary.

As mentioned in section 3.2.3.2.1, currently all state employees (Approx. 45,000) have an existing profile in the State's payroll system (EPICS), which is consistently maintained and anticipated to be the foundation for building future profiles. Our desire is to have the ability to interface with or import the existing information into the travel management software via a consistent format such as a text file, excel etc. The intent of this section for establishing a profile should be based on the State's existing profile of employee data. For those governmental entities who are not part of the State's primary payroll system (i.e. local, county), those profiles may only exist in paper format.

***Section 2-Concur Questions**

1. **Section 1.2:** a) Please provide a list of State agencies/entities that are expected to participate in the initial offering.
 b) Please provide an estimate of online booking transactions for each agency/entity.
 c) Please provide an estimate of expense report transactions for each agency/entity.

WVSAO Response:

- a) May be subject to change:
 Dept. of Health and Human Resources
 Division of Natural Resources
 Division of Banking
 State Auditor's Office
 Fairmont State University
 Office of the Governor
 Office of Technology
 Marshall University

b) The total numbers of online booking transactions processed through National Travel is 13,345. However, not all agencies/entities are currently required to use National Travel as their booking tool.

c) Estimate of expense transactions by agency:

Division of Health and Human Resources - 24,950

Division of Natural Resources - 1,340

Division of Banking - 868

State Auditor's Office - 1,920

Fairmont State University - 1,118

Office of the Governor - 708

Marshall University - 2,519

State Treasurer's Office - 893

2. **Section 1.9** Please clarify our understanding of the form of the documents and CDs to be submitted:

- One original paper technical proposal, 7 convenience paper copies, 1 CD?

- One original paper cost proposal and 7 convenience paper copies, no CD?

- Or, one piece of paper each for technical and cost proposals, plus 7 CDs for the technical proposal only?

WVSAO response:

It is required that you submit, *separately sealed*, one (1) original *signed* paper technical proposal and one (1) original *signed* cost proposal as well as seven (7) convenience copies of the *technical proposal only* on CD's to be shared with the evaluation committee. Only one (1) original signed cost proposal is required; copies will be made as appropriate by the Evaluation Committee Chairperson.

Note: you may submit your proposal and all information via fax or email; however, as discussed at the pre-bid meeting, you are responsible for ensuring that all transmissions are complete PRIOR to the bid closing date/time. The WV State Purchasing Division is not responsible for transmission errors or pages that are not received.

3. **Section 1.19:** If Concur is the selected vendor, we are happy to negotiate in good faith mutually acceptable terms and agreements to meet the business needs of both parties. Concur has a standard contract with terms and conditions which can be provided to the State of West Virginia for review.

WVSAO response:

All terms and conditions are to be made a part of a vendor's response to the RFP. We do not negotiate terms and conditions after the bid responses are received. Any vendor's term or condition that does not comply with the solicitations' terms and conditions' intent may be grounds for disqualification.

4. **Section 3.2.1.1:** a) How many separate and distinct travel policies are expected to be incorporated into the initial implementation of this system?
- b) Are additional travel policies expected to be incorporated at later dates, and if so, approximately when?
- c) Please provide copies of the travel policies for the 10 agencies for initial scope. This information is needed to properly scope the implementation.

WVSAO response:

- a) The agencies anticipated to pilot the program represent five (5) different sets of travel policies.
- b) Currently, the State operates under seventeen (17) sets of policies. Additional policies would be added as needed during the subsequent rollout.
- c) Please see attached.

5. **Section 3.2.1.1:** Please provide a list of corporate cards to be imported into the expense reporting system. Please include the following for each card:
- a) Type: Ghost Card, Travel & Entertainment Card, PCard, Meeting Card, Personal Card, etc.
- b) Payment Strategy: Centrally Paid, Employee Paid, Company Paid, etc.
- c) Vendor: American Express, VISA, M/C, Diners, etc.
- d) Liability: Individual Liability, State Liability, etc.

WVSAO Response:

The current state travel card is the United Bank MasterCard, which is a personal liability card, issued to 7,776 employees. We would anticipate these cards to be discontinued and reissued through the Purchasing Card Program on the Visa platform, which would be a state liability card paid at the Agency level. There would also be the use of Ghost Cards for certain payment types. We currently have 190 billing accounts within the Purchasing Card Program and would anticipate a minimum of one (1) Ghost Card per account.

6. **Section 3.2.1.1:** Please describe the implementation plan for the remaining 125 agencies.
- a) Is there a schedule for the remaining agencies?
- b) What is the minimum number of transactions should we anticipate for each stage?
- c) Is the State expecting firm pricing on implementation for these remaining agencies?

WVSAO Response:

a) The WVSAO's goal is a phased roll-out to be implemented over the course of one (1) year. We can not establish an exact timeline for the remaining agencies at this time. There is no guarantee that all 135 agencies will participate but it is a potential. The overarching effort and goal of the WVSAO is to strongly encourage the use of the system for uniformity by all agencies.

b) It is anticipated to have 4,000 to 8,000 transactions with respect to the agencies that are scheduled first for initial implementation; however, some agencies may be more or less.

c) Yes, we desire the pricing to be based upon the full implementation.

7. **Section 3.2.1.7:** Refers to "robust global functionality." Please provide examples of what the State considers global functionality.

WVSAO Response:

Please replace this section with the following:

3.2.1.7 The system must be intuitive and user-friendly. The system must be able to support policy control and compliance. The system should be accessible worldwide via internet or phone. The system should have robust global functionality (system access) as well as real time reporting and data exportation. Real time reporting would be considered a maximum of 30 minute update intervals.

8. **Section 3.2.2.5:** Can you describe your vision of how the system would be able to cost allocate trips at the time of booking?

WVSAO Response:

It is our desire to be able to allocate the anticipated expenses at the time of booking to the various internal accounts within each agency in order to approve the trip based on any internal budgetary restraints rather than having to wait to reconcile and allocating at the end of the trip. The State desires to be able to make changes to expense allocation at the end of the trip as well.

9. **Section 3.2.2.5.1:** Can you give examples of "third party" type billings?
- how does the State envision the system assisting with these billings?

WVSAO Response:

The intent of this request is to be able to extract the information, or portions of the information, to create an invoice in order to bill another entity for reimbursement after a completed trip. Example: The State Office of Technology provides technical service (i.e. help desk) to all agencies as needed. This may require travel of the technician to complete the service; thus, an employee would be reimbursed by the Office of Technology (or by the 'parent agency of the employee), with the Office of Technology preparing an invoice at the end of the month to bill the particular agency for which its technician provided service to that caused out of pocket travel expenses.

In large agencies/entities, there may also be a need to bill another entity within their organization for travel related expenses provided on their behalf that may not allow such direct charges to their funding sources.

10. **Section 3.2.2.10:** Use of an online booking tool requires a Travel Management Company (TMC) to provide fulfillment for online bookings, as well as off-line access to the system. Offline reservations would be supported by the TMC's

travel agents via phone. These offline reservations would synchronize with the online booking tool.

Please provide a comprehensive list of Travel Management Companies used by the State of West Virginia.

- Please include TMC name, contact name, contact phone, and contact email

WVSAO response:

The current TMC contracted by the State is National Travel. They can be reached through Ted Lawson at (304)357-0801 or at tedlawson@nationaltravel.com.

Section 3.2.2.10 is being changed as follows:

Offline/disconnected booking system should have the same attributes/capability as the online version. Offline/disconnected means that reservations being placed with a 'live travel agent' by phone should have a similar experience and process flow to those reservations made online.

Section 3.2.2.10.1 is being changed as follows:

It is preferred that the offline/disconnected booking system, through a live agent via phone, have the ability to accommodate service alerts to users for preset traveler rules and validations.

Sections 3.2.2.10.2 and 3.2.2.10.3 are being deleted in their entirety.

11. **Section 3.2.5.1.12:** Concur Cliqbook Travel & Expense is presently not certified as compliant with Section 508 of the Federal Acquisitions Register/Americans with Disabilities Act. Is this a requirement that could disqualify Concur from responding?

WVSAO Response:

This item is being deleted in its entirety as we do not believe this to be a requirement at this time. Should compliance to any portion of Section 508 and/or the Americans with Disabilities Act become necessary, the vendor shall become certified to meet any federal or state requirement related to such certification at not additional cost to the State.

12. **Section 3.2.5.3.1:** Concur includes ad hoc query as part of the base offering, but its robust reporting and analytics (Concur Analytics) is an additional charge. How should we propose the alternative for Analytics in the cost section?

WVSAO Response:

If additional reports are needed that are not included in the base price, the vendor should state in their response what type of reporting is included as the base offering and provide the costs for those reports and analytics not included in both the technical and cost portions of the response.

13. **Section 3.2.6:** Please note that Customer Service Support for travel reservations is provided by the Travel Management Company (TMC). Neither vendor can provide the support requested in this section. This question should be revised to ask each vendor for the support provided for both the online booking tool and expense management system.

WVSAO Response:

Sections 3.2.6.1 and 3.2.6.1.1 should be deleted in their entirety.

Change section 3.2.6.2 to read as follows:

The vendor is expected to provide customer service support for their proposed system to the State's designated Administrator(s), agency travel managers, arrangers and to the travelers as necessary.

No changes to section 3.2.6.3.

14. **Section 3.2.7.1:** Regarding onsite training workshops to be conducted around the state, please provide the following information to help us scope the training effort:
- How many training workshops of each type (web-based, classroom etc.) are anticipated?
 - What is the approximate number of users to be trained?

WVSAO Response:

- The WVSAO's intent is to ensure their core staff is adequately trained to exercise the "train the trainer" concept. Therefore, we believe a minimum of two (2) face-to-face sessions may be required to train the WVSAO staff and the initial piloting agency representatives in combination with web-based training and user guides, etc. During the roll-out phase, it is anticipated to conduct one (1) web or virtual training session per month, not to exceed twelve (12) per calendar year.
- The exact number of participants is unknown at this time.

15. **Section 4.5:** Concur only offers its Travel & Expense service via a hosted model. Will there be a penalty or reduction in score for not offering an alternative for the State to host the software?

WVSAO Response:

No, however, a response is required on the cost sheet stating this is not available if it is not offered by your company.

Concur Questions on the Cost Proposal/Bid Schedule Sheet

16. **Item 2:** Concur does not charge to load individual profiles. They are uploaded as a process through the expense system, so this item would be included in our Implementation fee.

WVSAO Response:

If there is no separate cost to the State, then the vendor should clarify this in the response by inserting "zero" in the item requesting the price.

17. **Item 5:** Can you define the characteristics of the following services:

- Advisory
- Site Management
- Designated Account Manager
- Advanced Management Reporting (if different from Section 3.2.5.3)

WVSAO Response:

The intent of the Advisory, Site Management and Designated Account Manager is to be cost associated with the ongoing administrative support of the software if these costs are not included in the per transaction fee.

The Advanced Management Reporting is the same as in Section 3.2.5.3.

18. **Item 6:** Does "Travel Booking/Request Submission" include expense report submissions?

Item 6e: Can these prices be provided by your TMC(s)?

WVSAO Response:

Yes, the "Travel Booking/Request Submission" includes expense report submissions.

Item 6e: will be *changed* to read:

Customer Service Support

Online \$ _____ Per Transaction/Occurrence
 Offline \$ _____ Per Transaction/Occurrence

19. Can the state add a section to the pricing sheet for ancillary services that are not being considered that may be of value to the State? For example, Best Practices Consulting, Outsourced Auditing Service, etc.

WVSAO Response:

For consideration of such types of ancillary services, we will add an item to the cost proposal/bid schedule sheet.

20. Does the state strictly follow the Federal Government GSA per diems? Please note any deviations.

WVSAO Response:

No, please see individual travel regulations provided.

21. Interagency billing was mentioned in the Pre-bid meeting. Please describe how the system is expected to support this process.

WVSAO Response:

Please see response to Section 3.2.2.5.1 (question/item #9) concerning third party billing.

22. Please provide a list of the State's Preferred Vendors for Car and Hotel if applicable. Only hotel/car brand is required; individual listings by address are not being requested.

WVSAO Response:

The current state contract for Car Rental is with Enterprise. For more info: <http://www.state.wv.us/admin/purchase/SWC/CRENTAL.htm>

The current preferred *In-state* Hotel price agreements are with a variety of entities. For more info: <http://www.state.wv.us/admin/purchase/SWC/MOTL.htm>

Note: not all entities are required to use these preferred agreements; some entities who are not required to use these agreements and may have their own with other providers.

Other Changes and/or clarifications being made by the State of WV:

Add: Section 3.2.1.8 to read as follows:

As the state may have multiple travel agencies (booking agents) across the enterprise, it is strongly desired that the online booking tool be able to support multiple travel agencies, GDS, offline/disconnected – live agent assisted transactions.

Add: Section 3.2.2.12 to read as follows:

The online booking tool should be able to support multiple travel booking agents as stated in section 3.2.1.8. It is preferred that the booking tool be able to consolidate the multiple agents, GDS systems, etc. on one platform.

Section 3.2.2.4.1: Change the last sentence to read:

Preference is to have booking tools (online/disconnected – via live agent) that include enforcement of an agency's travel guidelines and supplier preferences at the time of booking.

Section 3.2.2.4.2: Change the last sentence to read:

The system should be able to support such approvals in the booking system via an automated process through the agency's hierarchy and preset rules; or, at a minimum, such automation may include notifying the agency's designated travel manager who can intercede in an effort to override a designated supplier or any other preset rule. There may be more than one designated travel managers at the agency level who will be responsible for this type approval.

Add: Section 3.2.4.1.3 to read as follows:

It is desired that the system be able support the State's need to compare pre-negotiated rates with vendors in comparing actual expenses incurred by the traveler to ensure compliance.

Section 3.2.4.3: Change the section to read:

The system should provide for management in its system to track unused credits/tickets for potential future use. It's desired that this feature also be available on the booking side as well. This info should be viewable by the traveler and the travel manager.

Section 3.2.5.1.3: Change the section to read:

It is highly desirable for the system to be able to manage preferred supplier designations in it's systems to ensure compliance. The ability to audit/compare preapproved contract/negotiated rates at the time of booking is desired.

Section 3.2.5.3.5: Change - add a sentence to read:

As stated in sections 3.2.1.8 and 3.2.4.1.3, reporting/analytics capability to support compliance and general business intelligence is strongly desired.

Part 4, Section 4.3 Evaluation Criteria:

Add after the fifth paragraph: The response should clearly indicate how your proposed system and solutions will meet and/or exceed the State's needs and expectations in each category (Sub-Sections 2 – 5), by category as applicable. The State will not advise any vendor on how to respond in proposing their solution. Each proposal will be reviewed to determine who has a system that meets the mandatory deliverables as well as a one that has, or can offer, desirable attributes as stated throughout the scope of work/objective to further enhance the systems capabilities.

Section 1 – Experience

Staff: At a minimum, resumes should be provided with the name, title and relevant experience in support of the staff being proposed for this project in determining experience and qualifications. Do not include personal information such as social security numbers or other such information.

Section 1 – References

The references of the three largest clients should be based on the processing volume of 50,000 – 100,000 transactions.

CHANGE THE BID OPENING DATE TO DEC. 11, TIME REMAINS AT 1:30PM

COST PROPOSAL / BID SCHEDULE SHEET
RFP# AUD093310

All administrative/overhead and vendor travel costs are to be included in the cost. No separate reimbursement will be made for travel or other fees. Fees proposed must be all inclusive. Any item that you are not charging a separate fee for, please insert "0" or N/A.

	IF HOSTED BY THE VENDOR (includes all updates, maintenance, etc):	IF HOSTED BY THE STATE** (includes all updates, maintenance):
1) Implementation	\$ _____	\$ _____
2) Loading of Traveler Profiles (per traveler) There is potential for approx. 50,000 users when the system is completely integrated into each agency's business process	\$ _____ per traveler x 50,000 = \$ _____	\$ _____ per traveler x 50,000 = \$ _____
3) Initial Training (2 on-site, up to 12 web/virtual sessions)	\$ _____	\$ _____
4) Remedial Training Workshops (on-site as needed) Up to 50 people per workshop	\$ _____ per workshop	\$ _____ per workshop
5) Advisory fee, Site Management, Designated Account Manager, Advanced Management Reporting (3.2.5.3)		
	Year 1	\$ _____
	Year 2	\$ _____
	Year 3	\$ _____
	Year 4	\$ _____
	Year 5	\$ _____
	Total 5 yr	\$ _____

Revised: Nov 24, 2008 ak

6) Cost Per Travel Booking/Request Submission:
This shall also include expense report submissions

- | | | |
|---|-------------------------------------|-------------------------------------|
| a) First 50,000 transactions* | \$ _____ per transaction | \$ _____ per transaction |
| | x 50,000 = \$ _____ | x 50,000 = \$ _____ |
| b) Between 50,001 and 75,000 transactions | \$ _____ per transaction | \$ _____ per transaction |
| c) Between 75,001 and 100,000 transactions | \$ _____ per transaction | \$ _____ per transaction |
| d) More than 100,000 transactions per year* | \$ _____ per transaction | \$ _____ per transaction |
| | x 100,000 = \$ _____ | x 100,000 = \$ _____ |
| e) Customer Service Support (Online) | \$ _____ per transaction/occurrence | \$ _____ per transaction/occurrence |
| (Offline) | \$ _____ per transaction/occurrence | \$ _____ per transaction/occurrence |

*For evaluation purposes, assume that item 6a will be the number of transactions for year 1, item 6d for years 2-5.

7) System Enhancements (if requested)
Price should reflect an hourly rate for these types of services.
For evaluation purposes, 200 hours shall be used as a yearly base.

- | | |
|-------------------|-------------------|
| \$ _____ per hour | \$ _____ per hour |
| X 200 = \$ _____ | X 200 = \$ _____ |
| \$ _____ per hour | \$ _____ per hour |
| X 200 = \$ _____ | X 200 = \$ _____ |

8) Ancillary Services (if requested)
i.e. Outsourced auditing, consulting/best practices, etc.
Price should reflect an hourly rate for these types of services.
For evaluation purposes, 200 hours shall be used as a yearly base.

- | | |
|-------------------|-------------------|
| \$ _____ per hour | \$ _____ per hour |
| X 200 = \$ _____ | X 200 = \$ _____ |

Cost Evaluation will be based on the following:

Grand total of items 1, 2, 3, 5, 6a, 6d, 6e and 7 \$ _____

** Please include requirements for this option as stated in Part 4, Section 4.3, properly labeled



State of West Virginia

Office of the State Auditor
Building 1, Room W-100
Charleston, West Virginia 25305

Glen B. Gainer III
State Auditor

Telephone: (304) 558-2251
FAX: (304) 558-5200
Internet: <http://www.wvauditor.com>

July 6, 2005

FILED
2005 JUL - 7 A 10: 00
OFFICE WEST VIRGINIA
SECRETARY OF STATE

Ms. Judy Cooper
Director
Administrative Law Division
Secretary of State's Office
Capitol Complex
Charleston, West Virginia 25305

RE: State Auditor's Office Administrative Travel Rule
WV Code §12-3-11

Dear Ms. Cooper:

Please withdraw the State Auditor's Office Administrative Travel Rule that was filed with your office on April 8, 2005 and replace it with the attached amended rule effective July 6, 2005.

If you should have any questions concerning the above, please call Carrie Chambers in my office at 558-2251. Your assistance in this filing is very much appreciated.

Sincerely,

Glen-B. Gainer III
State Auditor

GBGIII:cc

Attachment

c: Carrie Chambers

WEST VIRGINIA STATE AUDITOR'S OFFICE

§12-3-11 - ADMINISTRATIVE TRAVEL RULES

Section 1. General.

1.1. Scope. - - This rule establishes standards governing travel by the Auditor's Office employees on behalf of the State of West Virginia.

1.2. Authority. - - WV Code §12-3-11.

1.3. Filing Date. - - July 6, 2005

1.4. Effective Date. - - July 6, 2005

1.5. Auditor. - - The State Auditor is exempt from this travel rule.

OFFICE WEST VIRGINIA
 SECRETARY OF STATE
 2005 JUL - 7 A 10:00
 FILED

1.6. Accrual of Travel Compensatory Time. - - The accrual of compensatory time will be allowed for weekend or evening work time for travelers engaged in approved office travel only for such hours during which the traveler's activities directly or predominantly benefit the West Virginia State Auditor's Office. For example, weekend time spent in transportation to or from a travel destination or time spent attending meetings that benefit the office is work time. Time spent engaged in purely personal activities, like sightseeing, is not work time for purposes of determining compensatory time.

1.7. General Purpose. - - Travel costs will be reimbursed only for travel deemed necessary for the proper conduct of the State's business.

1.8. Filing Claims for Reimbursement. The exact amount of expenses incurred should be recorded on the traveler's expense account form along with all supporting documentation of such expenses and must be submitted within two (2) weeks from the final date of approved travel. (Air travel stubs or receipts, where applicable, must also be attached to the expense report).

Section 2. In-State Travel.

2.1. Daily allowances for in-state travel shall be as follows:

2.1.a. Meals - - Reimbursement will be made for the actual cost of meals while absent from official stations, at an amount not to exceed the maximum daily per diem rates as established by the federal government. Meals for the first and last day of travel will be reimbursed up to 75% of the destination city maximum daily per diem

rate. When meals are provided as part of the travel, the meal reimbursement must be reduced by the following: Breakfast, 20% of the maximum daily rate; Lunch, 20% of the maximum daily rate; and Dinner, 60% of the maximum daily rate. Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay. Meals are allowed when lodging is listed as "gratis" or "no charge."

2.1.b. Transportation - - Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. Reimbursement for travel in privately-owned vehicles engaged in State business will be governed by Section 4 of this rule, and may include parking, garage fees, toll bridge and turnpike charges, where necessary and applicable. Employees wishing to secure use of an agency vehicle for State travel must complete and submit an Agency Vehicle Request form at least two (2) weeks prior to commencement of travel, and must adhere to office policy as it relates to use of an agency vehicle. Agency vehicles shall be issued based on availability.

2.1.c. Lodging - - Employees traveling on State business will be reimbursed at an amount not to exceed the maximum daily per-diem rates as established by the federal government. An itemized receipt reflecting the amount paid for lodging must be submitted with the expense report. Hotel charges that exceed 150% of the daily allowed per diem must be approved by the State Auditor prior to booking.

2.1.d. Registration Fees - - Registration fees paid at meetings or conferences must be supported by a receipt when requesting reimbursement.

2.1.e. Tips and Gratuities - - Tips or gratuities shall not exceed fifteen percent (15%) of the cost of allowable hotel or meal charges.

2.1.f. Baggage - - Necessary charges for one (1) overweight baggage shall be reimbursed at actual cost.

2.1.g. ATM Transaction Fees - - The employee will be reimbursed for only one (1) ATM cash advance transaction fee and associated fees per trip. The ATM or bank withdrawal receipt is required for the reimbursement.

Section 3. Out-of-State-Travel. - - Out-of-state travel costs shall not commence without the prior written approval of the Division Director and State Auditor or his designee.

3.1. Daily Allowances for out-of-state travel shall be as follows:

3.1.a. Meals - - Reimbursement will be made for the actual cost of meals while absent from official stations, at an amount not to exceed the maximum daily per-diem rates as established by the federal government. Meals for the first and last day of travel

will be reimbursed at a rate up to 75% of the destination city maximum daily per diem rate. Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay. When meals are provided as part of the travel, the meal reimbursement must be reduced by the following: Breakfast, 20% of the maximum daily rate; Lunch, 20% of the maximum daily rate; and Dinner, 60% of the maximum daily rate. Meals are allowed when lodging is listed as "gratis" or "no charge."

3.1.b. Transportation - - Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. Reimbursement for travel in privately-owned vehicles will be governed by Section 4 of this rule and may include parking, garage fees, toll bridge and turnpike charges, where necessary and applicable. Employees wishing to secure the use of an agency vehicle for State travel must complete and submit an Agency Vehicle Request form at least two (2) weeks prior to commencement of travel and must adhere to office policy as it relates to the use of an agency vehicle. Agency vehicles shall be issued based on availability.

3.1.c. Lodging - - Employees traveling on State business will be reimbursed at an amount not to exceed the maximum daily per-diem rates as established by the federal government. An itemized receipt reflecting the amount paid for lodging must be submitted with the expense report. Hotel charges that exceed 150% of the daily-allowed per diem must be approved by the State Auditor prior to booking.

3.1.d. Registration Fees - - Registration fees paid at meetings or conferences must be supported by a receipt when requesting reimbursement.

3.1.e. Tips and Gratuities - - Tips or gratuities shall not exceed fifteen percent (15%) of the cost of allowable hotel or meal charges.

3.1.f. Baggage - - Necessary charges for one (1) overweight baggage shall be reimbursed at actual cost.

3.1.g. ATM Transaction Fees - - The employee will be reimbursed for only one (1) ATM cash advance transaction fee and associated fees per trip. The ATM or bank withdrawal receipt is required for the reimbursement.

Section 4. Use of Privately-Owned Vehicles for State Travel.

4.1. General Purpose - - No out-of-state travel in privately-owned vehicles shall commence at the State's expense without the prior written approval of the State Auditor or his designee.

4.2. Maximum Allowances - - Maximum mileage allowances for use of privately-owned vehicles will be paid at a rate not to exceed the maximum daily per-diem rate as established by the federal government; provided, that the reimbursable costs permitted for out-of-state travel in privately-owned vehicles to and from such official meetings do not exceed the cost of an air coach fare round-trip ticket (if applicable) to and from the site of such official meeting.

Section 5. Miscellaneous Provisions.

5.1. Personal Services - - Reimbursement for personal services such as laundry or valet service is not allowed.

5.2. Telephone Charges - - Personal telephone charges may be reimbursed at an amount not to exceed five dollars (\$5) per day.

5.3. Spouses Accompanying Employees - - When spouses accompany employees on in-state or out-of-state official business, which involves overnight stays, they shall be subject to the following rules and limitations:

5.3.a. Reimbursement Provisions - - When a spouse accompanies an employee on a trip, the Office of the State Auditor will reimburse the employee for only eighty percent (80%) of the employee's hotel or lodging expenses if the rate is different based on single or double occupancy. However, if the hotel daily room rate is the same whether single or double, the employee will be reimbursed at one hundred percent (100%) of the lodging expense.

5.3.b. Employee Responsibility - - It is the employee's responsibility to make any travel arrangements for a spouse. The Office of the State Auditor shall not be liable for any expenses or travel preparations related to a spouse's travel.

5.3.c. Insurance Coverage - - When a spouse accompanies an employee on a trip, it is the responsibility of the employee to provide accident insurance coverage for the spouse. The Office of the State Auditor shall not be liable for the insurance coverage for a spouse or accident or injury to a spouse.

5.4. Changes to Travel In Progress - - Any change(s) to travel while a trip is in progress must receive preauthorization by the State Auditor or his designee prior to such change(s), unless such change(s) result in either reduction in cost to the State or net benefit to the State, or are caused by an emergency situation. Reasons for the travel change must be confirmed by written justification upon completion of the travel.

5.5. Rule Changes - The State Auditor reserves the right to revoke, suspend, rescind or amend any rules herein set forth.

STATE TRAVEL RULE

SECTION 1. General

1.1 Scope:

This rule governs in-state, out-of-state and international travel, hereinafter referred to as "travel," for state officials, employees and non-employees, except those in the legislative and judicial branches of state government and except the Attorney General, Auditor, Secretary of State, Treasurer, Board of Investments and Commissioner of Agriculture and their employees traveling on behalf of the state of West Virginia.

1.2 Authority- *West Virginia Code*, §12-3-11

1.3 Filing Date- March 26, 1998

1.4 Effective Date- July 1, 1998

SECTION 2. Delegation of Authority and Responsibilities

2.1 Authority to manage, approve or disapprove travel and travel-related expense is delegated exclusively to the administrative head of a state agency. Authority may be revoked by the Travel Management Office.

2.2 The spending officer may delegate authority to others within the respective state agency to act as designee(s) for authorizing and approving travel and travel-related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of these regulations.

2.3 Travel may be authorized only for official business and only if the state agency has the financial resources to reimburse the traveler for travel expenses.

2.4 The spending officer may develop administrative policies and procedures for the state agency, consistent with these regulations, to provide additional guidance to employees and others traveling on behalf of the state agency.

2.5 The responsibility to audit a traveler's expense account settlement lies with the state agency. Approval of a traveler's expense account settlement by the state agency means that the expense account settlement meets all criteria established by this rule for reimbursement. The state agency shall audit and submit an accurate expense account settlement for reimbursement to the Auditor's Office within 15 days after completion of travel.

SECTION 3. Travel regulations applicable to all employees, board and commission members, and non-employees

3.1 Employees

3.1.1 Approval to travel shall be secured in advance by the employee in accordance with these regulations and, if applicable, the administrative policies and procedures of the state agency. Under no circumstances should an employee travel without proper approval of the spending officer.

3.1.2 Employees are responsible for submitting a travel expense account settlement form, with all required attachments, to the travelers spending unit. The form should be submitted within the time prescribed by the Travel Management Office or spending unit, after the last day of the approved travel to qualify for reimbursement of expenses or for payment.

3.1.3 Consultants, contractors and non-employees are not required to use these rules and regulations, at the spending unit's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.

3.1.4 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.

3.2 Board and Commission Members

3.2.1 This rule shall govern reimbursement of travel expenses to board and commission members when legislation requires such members to follow this rule.

SECTION 4. Transportation

4.1 Air Transportation

4.1.1 Commercial Airlines

4.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare. [See Section 11]

4.1.1.2 Travelers are expected to make advance bookings through the contracted travel service vendor to secure the least expensive airfare possible. Reimbursement for tickets where reservations were not made through the contracted travel services vendor requires authorization from the Travel Management Office before reimbursement will be made. Reimbursement may be made to the traveler in advance for airfare purchased between 45 and 180 days before the trip begins.

4.1.1.3 In order to receive reimbursement, the traveler must submit the original invoice from the travel service vendor. If airfare is reimbursed before the trip, it must be referenced on the traveler's final expense account. Refundable or unused airline tickets shall be returned immediately to the ticket issuer for proper credit/refund.

4.1.1.4 Commercial airline tickets may be direct billed to the spending unit and paid before the travel if allowed by the spending units' administrative policies and procedures. The traveler must attach a copy of the travel agency's itinerary or other proof of travel to the expense account settlement.

4.1.1.5 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending unit officer to change his or her travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the traveler's negligence will be considered a personal expense of the traveler and shall not be reimbursed.

4.1.1.6 Deliberately causing increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits, is prohibited. In addition, conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is prohibited. Any credits, rebates or refunds resulting from these actions must be returned to the state of West Virginia. [See Section 11]

4.1.1.7 All major airlines charge a fee to issue paper flight coupons in situations where an e-ticket is available. E-tickets are the industry standard and are issued automatically unless the traveler specifically requests a paper ticket. The e-ticket will be sufficient for traveling and reimbursement. If a paper ticket is requested, the service charge will not be reimbursed. If travelers experience problems with e-tickets when exchanging due to flight cancellations or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.

4.1.2 Non-Commercial Aircraft Service.

4.1.2.1 For any state-owned or private aircraft service, please contact the Aviation Division at (304) 558-0403 for policies, procedures and instructions.

4.2 Ground Transportation

4.2.1 The traveler may use a state-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a state-owned vehicle will be determined by the Fleet Management Office and/or the spending units' administrative policies and procedures.

4.2.2 The operator (traveler) of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines and/or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines and/or penalties shall not be a reimbursable expense.

4.2.3 In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in transit expenses (mileage, hotels, parking, meals, etc.), not to exceed the lowest available commercial airfare plus local transportation, and parking (where required) to and from the airport.

4.2.4 Roadside assistance services, if needed for a state vehicle, may be reimbursed at

actual cost if deemed appropriate and reasonable by the spending officer.

4.2.5 State-Owned Vehicles

4.2.5.1 State-owned vehicles may be requested from a spending unit's motor pool in accordance with the spending unit's administrative policies and procedures. State-owned vehicles are for "official business use" only and must be operated by an employee of the spending unit.

4.2.5.2 Receipts/documentation is not required for use of state-owned vehicles. When the gas card is not used a receipt is required for fuel.

4.2.6 Privately-Owned Vehicles/Courtesy Vehicles

4.2.6.1 Privately-owned and courtesy vehicles may be used when traveling on state business. Reimbursement will be made at the prevailing rate per mile established by the Travel Management Office, excluding normal daily commuting mileage, for actual miles traveled using the shortest practicable route to the point of arrival at the traveler's destination. This rate is intended to cover all operating costs of the vehicle (including fuel, maintenance, depreciation, insurance, etc.), and no additional reimbursement will be made.

4.2.6.2 Receipts are not required for reimbursement of mileage for using privately-owned/courtesy vehicles.

4.2.7 Commercial Rental Vehicles

4.2.7.1 Commercial rental vehicles may be used when traveling on state business with the contracted car vendor. Reimbursement for rentals not made with the contracted car vendor requires authorization from the Travel Management Office. Reimbursement will be made at actual cost for the daily rental fee for a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full-size vehicles if more than three (3) people are traveling together on spending unit business and for larger vehicles if a group of five (5) or more is traveling together.

4.2.7.2 Collision damage insurance for automobile rentals of seven (7) days or less are reimbursable, and should be taken, unless the rental has been made using the State Travel Credit Card, which provides collision damage coverage at no cost for rentals up to 60 days.

The program does not cover the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars or vans that seat more than 15 occupants.

Collision damage insurance for rentals of more than seven (7) days is not reimbursable and should not be taken. The state of West Virginia insurance program automatically covers collision insurance for vehicle rentals more than seven (7) days. No other

insurance or insurance-like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

4.2.7.3 It is not mandatory to reserve rental vehicles through the contracted travel agency vendor. However, in the case where a third party booking incurs a service fee, that fee will not be reimbursed (i.e. some internet sites charge a service fee for booking cars). Travelers may use car rental services from another company in the following situations:

- a) Rental car vendor does not have a location in the specific area.
- b) Rental car vendor does not have the appropriate vehicle at the time needed.
- c) Rental car vendor does not have the appropriate vehicle for the duration needed.

Travelers must note these exceptions on the travel expense settlement form.

4.2.7.4 Receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts should be attached, if available. Travelers must return rental cars with a full tank of fuel; refueling costs charged by rental agencies are not reimbursable.

4.2.8 Rail Service

4.2.8.1 Travelers are expected to make advanced bookings through the contracted travel services vendor and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare.

4.2.8.2 Receipts/documentation is required for reimbursement of rail service expenses.

4.2.9 Miscellaneous Ground Transportation

4.2.9.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the traveler is encouraged to use their service.

4.2.9.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized by the Travel Management Office.

SECTION 5. Lodging

5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include the actual expenses for overnight accommodations and all applicable taxes and surcharges.

5.1.2 Reimbursement for a single occupancy shall be at the least expensive single room rate available.

5.1.3 For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal

percentages of the total actual cost for accommodations.

5.1.4 If a change in the lodging charge is incurred, the change is reimbursable if the traveler is directed by the appropriate agency officer to change her or his travel plans, or in other extenuating circumstances, as approved by the immediate supervisor of the traveler. Charges incurred due to the failure of the traveler to notify the facility will be considered the personal expense of the traveler.

5.1.5 It is not mandatory to reserve hotels through the contracted travel agency vendor. However, in the case where a third party booking incurs a service fee, that fee will not be reimbursed (i.e., some internet sites charge a service fee for booking hotels).

5.2 Receipts

5.2.1 Receipts are required for lodging reimbursement. The hotel/motel invoice or folio shall be the official document utilized for reimbursement to the traveler.

5.3 Direct Billing

5.3.1 Lodging may be direct billed if allowed by the spending unit's administrative policies and procedures. The traveler must attach a copy of the lodging invoice or other proof of lodging to the expense account settlement.

SECTION 6. Meals

6.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates as established by the U.S. General Services Administration (GSA). Specifically excluded are alcoholic beverages and entertainment expenses. Where a percentage of the maximum daily rate is used, the traveler may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."

6.2 State employees will be reimbursed the actual cost of meals when there is an overnight stay. Employees will be reimbursed actual costs not to exceed the established GSA meal rates.

6.2.1 Exceptions may be granted to these rates in situations when authorized by the cabinet secretary/agency head. If reimbursement is made in excess of the GSA rates, receipts are required and the cabinet secretary/agency head must approve the expense voucher.

6.3 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount. To determine the amount of deductions for meals, allowances for meal expenses shall be deducted accordingly:

Breakfast	20% of the maximum daily rate
Lunch	20% of the maximum daily rate
Dinner	60% of the maximum daily rate

6.3.1 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the GSA per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount as indicated in 6.3 from the 75% of the GSA Authorized Daily Rates.

6.4 Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay. Travel without an overnight stay will not qualify a traveler as being away from home for purposes of receiving non-taxable meal reimbursement. This does not apply to Guardian Travel [see Section 6.5.1].

6.5 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.

6.5.1 Travelers transporting or accompanying clients, patients, students or others entrusted to a spending unit for their care, education or placement, referred to as Guardian Travel, may be reimbursed the actual cost of meals, not to exceed the ADR. Receipts (or the student signature form) per the state's current guidelines are required.

6.5.2 Employees in undercover operations, law enforcement personnel and others in certain occasional overtime situations, at the direction of the spending officer/designee, may be reimbursed for their actual expenses. These cases must have the approval of the cabinet secretary or agency head. Agencies should keep appropriate documentation on file.

SECTION 7. Registration Fees

7.1 Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event-related materials, are reimbursable expenses to the traveler. Reimbursement for registration fees at meetings or conference is allowable and must be supported by a receipt. Employees should verify acceptable payment methods with the conference before the conference. Registration fees should be charged to the employee's corporate travel card, 'ghost account' or ATM cash advance.

If this is not possible, the registration can be direct billed. An agency purchase order may be issued, if necessary. The traveler must attach a copy of the registration invoice or other proof of attendance to the expense account settlement.

7.2 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are reminded to adjust meal reimbursement requests for meals included with the registration fee.

7.3 The traveler will not receive an allowance or reimbursement for lodging or food included in

registration fees.

7.4 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate spending officer/designee to change her or his travel plans, or if other extenuating circumstances arise and are approved by the spending officer/designee. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

SECTION 8. Other Expenses

8.1 Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The spending officer/designee may require any and/or all receipts at their option, as a means of cost control.

An agency may allow an employee to file a copied, faxed or duplicate invoice if the original receipt is lost; however, the Auditor's Office requires two original signatures, in addition to the traveler's. One signature must be the chief financial officer, or the agency/department administrator, and the other must be a delegated agency staff person, who has a signature card on file with the Auditor's Office.

Such expenses and reimbursement may include, but are not limited to:

- a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
- b. Baggage storage between appointments, and between hotels and meeting places;
- c. Tolls, garage and parking fees, including gratuities;
- d. Communication expenses, such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges and must be made on the current corporate communications travel card; (3) surcharges for long distance calls when the toll charges are direct billed; and (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges;
- e. Currency conversion;
- f. Guides, interpreters, and visa fees; or,
- g. For trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may make one personal telephone call home per day. Reimbursement shall be made at actual cost, not to exceed \$3.00 a day. This

call must not be made on the state telecommunications or travel cards.

8.2 Non-reimbursable travel-related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the spending unit), interest on late payment of individually held travel cards, and personal flight or baggage insurance. Exceptions must be approved by the spending officer.

8.3 Persons traveling in foreign countries should report their expenditures in United States dollars. The total expenditure in foreign currency must be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown. Travelers are encouraged to use the corporate travel card to receive the best conversion rates and avoid high currency conversion fees.

SECTION 9. Form of payment for business travel

9.1 Corporate Travel Card

9.1.1 Travelers should use the corporate charge card issued by the state of West Virginia for business related travel expenses. No personal purchases are permitted. The state and its agencies expect their employees to observe a standard of conduct which will not reflect discredit upon the integrity of their employees. Delinquency may result in suspension or cancellation of charging privileges. The employee is responsible for all purchases and cash advances charged to his or her card. Reimbursement from the state must be forwarded to the Corporate Travel Card Company. Employees may be requested to sign an acceptance of responsibility form, at the agency's discretion.

9.2 Cash Advances from an Automatic Teller Machine (ATM) using the State Corporate Travel Card

9.2.1 A cash advance for either in-state or out-of-state travel is permissible when an employee travels a minimum of two (2) consecutive days on official business.

Cash advances are limited to the maximum amount authorized by the spending unit. However, the minimum cash advance is \$100, with a maximum of \$350 in a seven-day period.

A cash advance is for business purposes only. No cash advance for personal purposes is permitted.

The preferred method of obtaining a cash advance is to use the state corporate travel card at an ATM or bank lobby. ATM cash advances should be obtained at a bank location as convenience stores may limit the amount of cash it dispenses.

The employee will be reimbursed for only one (1) ATM cash advance transaction fee and associated fees per trip, unless authorized by the Travel Management Office.

9.2.2 For employees ineligible to receive a state corporate travel card or those who

have applied and have not yet received their card, the cash advance procedure in 9.3 applies.

9.2.3 The receipt ticket from the ATM machine is required for reimbursement of the ATM transaction fee.

9.3 Cash Advances from the Auditor's Office

9.3.1 Cash Advances for Employees

9.3.1.1 Cash advances may be received by employees for business travel for the payment of registration fees and/or daily miscellaneous expenses where the state corporate charge card is not accepted. Cash advances may be issued for: (a) out-of-state travel; (b) a minimum of four (4) days and a maximum of the number of days approved for travel at the rate of \$50 per day for miscellaneous expenses; (c) the exact amount of registration fee which is \$100 or more; (d) the total estimated expenses for a student or student group; and (e) other circumstances approved by the spending officer/designee.

9.3.2 Settlement of Cash Advances

9.3.2.1 All cash advances must be settled by the individual traveler and spending unit within thirty (30) days after completion of travel. Such settlement shall be submitted by the spending unit to the Auditor's Office for final settlement within the time frame prescribed by the Auditor's Office.

9.3.2.2 Failure to settle a cash advance within the time frame prescribed by the Auditor's Office may result in suspension of cash advance privileges.

9.4 Direct Billing

9.4.1 Direct billing may be authorized by the spending officer according to the spending unit's travel guidelines. The traveler is responsible for attaching to the expense account settlement copies of receipts, invoices, etc. for any direct billed fee.

SECTION 10. Reimbursement Forms

The form(s) used for reimbursement of travel expenses shall be those promulgated by the Travel Management Office and the Auditor's Office.

SECTION 11. Other Provisions

According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official business travel.

SECTION 12. Exceptions

Any exceptions to this rule must be documented in writing and approved by the Travel Management Office.

MARSHALL UNIVERSITY

TRAVEL PROCEDURES

EFFECTIVE: January 1, 2007

FOREWARD

Authority to manage, approve or disapprove travel and travel related expense, as well as the authority to develop procedures for administering this policy is delegated by the university Board of Governors to the President. The President delegates authority to manage, approve or disapprove travel and travel related expenses as follow:

- In-state and out-of-state travel to the academic deans for travel requested within there area
- In-state and out-of-state travel to the directors for travel requests within their areas
- In-state and out-of-state travel to the vice-presidents for travel by deans or directors within their area
- All international travel to the vice-president for travel request within their area.

Approval to travel shall be secured in advance by the employee in accordance with section 4.1.1 of the Marshall University Board of Governors policy No. FA-2 and the administrative procedures of the institution as outlined herin. Under no circumstances should an employee travel without proper approval of the appropriate Vice President, Dean or Director.

- The Travel Authorization/Direct Bill Request Form must be approved in advance by the employee for all out-of-state and international travel as well as for any expenses of the trip to be direct billed to the University by way of invoice or charged to the Purchase Card.

Employees are responsible for submitting for reimbursement a Travel Expense Settlement Form, with all required attachments in accordance with section 4.1.2 of the Marshall University Board of Governor policy No. FA-2 and the administrative procedures defined by the institution in order to qualify for reimbursement of expenses.

- Employees are responsible for submitting a Travel Expense Settlement Form, with all required attachments, to Accounts Payable before the 30th day of the month following the last day of the approved travel. The last date of approved travel is identified as the last date listed on the approved travel request form or the last date for which expenses are listed on the expense account form. Those who accumulate repetitive mileage expense may submit request for reimbursement monthly provided that expenses are submitted promptly after the last date of the month.

PLANNING THE TRIP

Section 1.1

Use of a contracted travel agency is required for planning all travel. A printed cost comparison from a contracted agency is required if greater cost savings can be realized by using another means of securing travel plans.

Section 1.2

Approval to travel must be secured in advance by the employee. The "Travel Authorization /Direct Billing Request Form" must be completed for all international and out of state travel expenses as well as any expenses that are to be direct-billed to the university by way of invoice or charged to the Purchase Card. The completed form is to be forwarded to the University Accounting Office upon approval.

Section 2
TRAVEL EXPENSE REIMBURSEMENT

Section 2.1

The chart of reimbursable expenses provides a summary of expenses which can be reimbursed, reimbursement rates, and receipting requirements.

Section 2.2

Items which are to be reimbursed are to be identified on the Expense Account Settlement form.

Section 2.3

The expense account settlement form is to be signed by the traveler and her or his department chair, director or other individual to be considered the immediate supervisor. Approval by the Vice President, Dean or Director is also required on this form.

Section 2.4

The expense account and all attached documentation will be submitted to the accounting office prior to the 30th day of the month following the last day of travel. For trips of a repetitive nature, a combined settlement may be submitted at the end of each month or semester.

Section 3 TYPES OF TRAVEL

Section 3.1 Individual Travel

The Preferred method of payment for allowable travel expenses is the University Purchasing Card (P-Card). For more information on the P-Card please visit, <http://www.marshall.edu/accounting/pcardweb.html>

Individual travelers have two general options for finalizing plans:

1. Pay allowable travel expenses using the Purchase Card or direct billing. (i.e. Payment via MU Purchasing card and/or direct billing by vendor) and seek reimbursement for any expenses that cannot be charged to the card.

Before the trip:

- 1) Complete a Travel Authorization/Direct Billing Request Form;
- 2) Obtain required approvals;
- 3) Obtain Banner general encumbrance number for any expense not direct-billed to the P'Card and note on Travel Authorization/Direct Bill Request Form;
- 4) Submit approved form to the University Accounting Office for processing.

After the trip:

- 1) Prepare expense account referencing encumbrance number for any expenses to be reimbursed to the traveler;
 - 2) Attach all required receipts to expense account; (copy of receipts for all MU Purchase card transactions, original receipts for all other transactions)
 - 3) Obtain necessary signatures;
 - 4) Submit expense account to University Accounting Office.
 - 5) Submit Original receipts with shell number reference for all MU P'Card transactions to the University Accounting Office in accordance with current P'Card Policies and Procedures.
2. Pay all travel expenses personally and request reimbursement after the fact.

The corporate travel card, a cash advance with the corporate travel card, a personal credit card, or a combination of all three can be used and an expense account filed upon return from the travel. Note: These options result in personal liability for the traveler.

Follow these steps:

- 1) Obtain approvals and submit Travel Authorization/Direct Bill

Request Form as required.

- 2) Complete a Travel Settlement Form;
- 3) Attach all required original receipts to the settlement form;
- 4) Obtain signatures on the settlement form as required;
- 5) Have general encumbrance created in Banner and note on settlement form
- 6) Submit settlement form to University Accounting Office.

Section 3.2 Student or Student Group Travel

Students or Student Groups have three general options/combination of options for finalizing plans:

1. Pay allowable travel expenses using the Purchase Card or direct billing. (i.e. Payment via MU Purchasing card and/or invoice billing by vendor) and request reimbursement for any expenses that cannot be charged to the card. **NOTE: THERE IS NO CASH ADVANCE CAPABILITY ON THE P'CARD**

Before the trip:

- 1) Complete a Travel Authorization/Direct Billing Request Form;
- 2) Obtain required approvals;
- 3) Obtain Banner general encumbrance number for any expense not direct-billed to the P'Card and note on Travel Authorization/Direct Bill Request Form;
- 4) Submit approved form to the University Accounting Office for processing.

After the trip:

- 1) Prepare Travel Settlement Form referencing encumbrance number for any expenses to be reimbursed to the traveler/guardian;
- 2) Attach all required receipts to settlement form; (copy of receipts for all MU Purchase card transactions, original receipts for all other transactions)
- 3) Obtain necessary signatures;
- 4) Submit settlement form to University Accounting Office.
- 5) Submit Original receipts with shell number reference for all MU P'Card transactions to the University Accounting Office in accordance with current P'Card Policies and Procedures.

2. Pay all allowable travel expenses using the United Bank Team Travel Card. **NOTE: CASH ADVANCES ARE AVAILABLE WITH THE TEAM CARD.**

- 1) Team Travel Card will be issued to the Faculty/Staff

representative of the group.

- 2) Submission of a Team Account Settlement is required for any expenses to a Team Travel Card.
- 3) Direct invoice billings cannot be made in the name of a student. Arrangements can be made in the name of the university employee acting on behalf of the student(s). "Employee name acting on behalf of students" is entered wherever traveler's name is requested on forms.
- 4) Meal receipts or the Meal Receipt form are required.
- 5) Names of all members of the group must be attached to travel authorization and settlement forms.

3. Pay all travel expenses personally and request reimbursement after the fact.

The corporate travel card, a cash advance with the corporate travel card, a personal credit card, or a combination of all three can be used and a settlement form filed upon return from the travel. Note: These options result in personal liability for the traveler.

Section 3.3 Interviewee Travel

Interviewees must follow the same travel reimbursement guidelines associated with individual travel. Direct billing for hotel, airfare, etc is allowed via P'Card (charged by sponsoring department) and/or invoicing the university directly providing all paperwork is submitted and current policies and procedures are followed.

Section 3.4 International Travel

International travel follows the same procedures as other individual travel with the following requirements added:

- Written Approval is required using the Travel Request/Direct Bill Authorization form by the traveler's vice president.
- The expense account is to be completed in US dollars. In the event expenses were more than one currency the traveler should provide a worksheet showing how the total amount to be reimbursed was determined.
- It is necessary to obtain written currency exchange rates from the contracted travel agency or GSA rate chart.

Section 3.6 Consultant Travel

Consultants have the following options of covering travel expenses

- 1) Include all travel expenses in the agreed upon fee.
- 2) Seek reimbursement following the outlined procedures for individual travel.
- 3) Following terms spelled out in their contract.

Purchase Card, Direct billing and corporate travel cards are not available to non-employees.

Section 4
PERSONAL TRAVEL IN CONJUNCTION WITH BUSINESS TRAVEL

Section 4.1

When personal travel is combined with business travel a clear distinction must be made to separate the business travel from the personal travel. Direct billing of expenses may not be available in all cases.

If personal travel is combined with business travel direct billing will be authorized only if the personal travel begins and ends in the approved business travel destination (no side trips or stopovers for personal travel). If the airfare or other common carrier charges for transportation include stopovers or side trips which would not be the most direct route, a portion of the airfare must be paid by the traveler to represent the portion of the trip associated with the personal travel.

The personal travel dates must be specified on the travel expense account.

Section 6
UNITED BANK CORPORATE TRAVEL CARD/TEAM CARD

Section 6.1

The university participates in the State of West Virginia Corporate Travel Card/Team Card programs.

The CORPORATE TRAVEL CARD is available to all employees of the university who are appointed to faculty, staff or administrative positions. Part-time temporary employees, student assistants, extra help, consultants and others who are not considered "employees" are not eligible for the corporate travel card. This card is issued in the name of the individual traveler and it is the PERSONAL RESPONSIBILITY OF THE CARDHOLDER to pay for charges on the card.

The TEAM TRAVEL CARD is available to any employee of the university who is appointed as a faculty or staff representative of a student group or team. Part-time temporary employees, student assistants, extra help, consultants and others who are not considered "employees" are not eligible for the team travel card. This card is issued in the name of the individual traveler but the bill is paid directly by the university in the same manner as the Purchase Card and requires a similar reconciliation. Because it is used for guardian travel, the cardholder IS NOT PERSONALLY RESPONSIBLE FOR THE PAYMENT OF CHARGES ON THIS CARD.

Cash advances can be obtained at Automated Teller Machines (ATM) using the corporate travel card and the team travel card. Get information about our corporate business travel card and the team travel card by visiting the Accounting web site (<http://www.marshall.edu/accounting>)

General Customer Service & Reporting Lost/Stolen Card:

Inside U.S.A

1 (866) 661-4234 during regular business hours

After business hours 1 (800) 556-5678

Section 7
TRAVEL AGENCY

Section 7.1 Travel Arrangement Procedures

1. Obtain approval to travel.
2. Make your reservations as follows:
 - a. Direct bill airfare to University Pcard account on file with travel agency; call the contracted travel agency directly (not online reservations). You will need a Banner encumbrance document number to complete this reservation.
 - b. Direct bill airfare to individual P'card (can be done via online reservations).
 - c. Reserve hotel rooms (except conference hotels), rental cars, or rail travel through a contracted travel agency.
 - i. Call the University Travel Office in Accounts Payable for the listing of current travel agencies.
 - ii. Contact the purchasing department regarding the current rental car contract.
 - c. Reserve airline tickets using one of the following options:
 - i. On-line or through a contracted travel agency
 - ii. or, on-line comparison of fares between a contracted agency and any other Internet system.
 - a. Select the lowest fare possible.
 - b. Do screen prints to document the comparison and attach to your expense account when submitted.
 - c. Obtain an original itinerary from the vendor or Internet site.
3. Complete the Travel Authorization/Direct Bill Form and submit to the Accounting Office upon approval.
4. Complete the trip and submit the travel expense account form referencing the general encumbrance document number of your travel.
 - a. Include itinerary and original airline ticket receipt.
 - b. Include receipts for hotel and rental car if applicable.
 - c. Note on the expense account form if you used a conference hotel.
 - d. Obtain the necessary signatures and forward to Accounts Payable.

Each trip may have unique requirements.

Contact Sherry Osburn (x62214) or Elizabeth Graybeal (x62489) for additional information or guidance.

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Office of the State Treasurer

Chapter 12-3

Subject: Office of the State Treasurer Travel Regulations

Section 1. General

1.01. Scope - These regulations implement the provisions of section eleven, article three, chapter twelve of the Code of West Virginia, 1931, as amended.

1.02. Authority - These regulations are issued under the authority of the above-mentioned code section, which provides, among other things, that the West Virginia State Treasurer shall promulgate rules and regulations governing travel by employees of the State Treasurer's Office on behalf of the State of West Virginia.

1.03. General Purpose - The purpose of these rules is to outline the proper procedures and regulations for in and out-of-State travel conducted by the employees of the State Treasurer's Office on behalf of the State of West Virginia.

1.04. Filing Date - January 1, 2000

1.05. Effective Date - These regulations are promulgated and become effective on the 15th day of January 2000, and supersede all previous travel regulations relating to employees of the State Treasurer's Office.

Needs copy of DBills

Section 2. In-State Travel

2.01. General Purpose – In-state travel costs will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the written approval of the State Treasurer or his designee before reimbursement is made.

2.02. Filing Claims for Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the provided travel form, along with travel, hotel and other allowable expense receipts in accordance with prevailing IRS regulations.

(b) Daily Allowances - Daily allowances for in-state travel will be subject to:

(1) Meals - Reimbursement will be made for the actual cost of meals, including gratuities, while absent from official stations on overnight business, with a maximum of Forty-five Dollars (\$45) per day for travel within the State of West Virginia where the distance from the home station is over fifty (50) miles one-way. For partial day meal reimbursement the following percentage breakdown will be used: 20% for breakfast, 20% for lunch, and 60% for dinner. Meal receipts are not required except when the total cost of the meals exceed the Internal Revenue Service's (IRS) most current Publication 1542 approved rates for the geographic area visited or unless section 5.04 is used. ~~The IRS authorized meals and incidental expense amount (M & IE) is determined using the high-low method.~~ Reimbursement of meals is allowed when lodging is listed as "gratis" or "no charge". Meal reimbursement for "single

day" trips is prohibited. If an employee attends a meeting or conference where a meal(s) is provided, the employee may not claim that meal(s) for reimbursement, regardless of whether the meal was actually eaten.

(2) Transportation - Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental and taxi service where necessary. Prior approval from your Deputy Treasurer must be obtained for car rentals. The mileage allowance for use of privately owned vehicles engaged in State business will be the prevailing IRS approved rate plus parking, garage fees, toll bridge and turnpike charges, where necessary and applicable. Receipts for bus, rail, air coach travel and automobile rental are required to be submitted with the employee travel expense form for reimbursement.

(3) Lodging - Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Personal telephone charges are reimbursable up to \$5.00 per day.

(4) Registration Fees - Registration fees at meetings or conferences must be supported by a receipt.

(5) Tips and Gratuities - Tips or gratuities may not exceed twenty (20) percent of the cost allowable hotel charges.

(6) Baggage - Charges for additional baggage transportation shall be reimbursed, as shall actual costs incurred in the transfer and storage of luggage.

Section 3. Out-of-State Travel

3.01. General Purpose - Out-of-State travel costs will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the written approval of the State Treasurer or his designee before reimbursement is made.

3.02. Filing Claims for Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the applicable travel forms, along with travel, hotel and other allowable expense receipts in accordance with prevailing IRS regulations. (Air travel stubs or receipts, where applicable, must be attached to the expense account.)

(b) Daily Allowances - Daily allowances for out-of-state travel shall be as follows:

(1) Meals - Reimbursement will be made for the actual cost of meals while absent from official stations on overnight business, but may not exceed Sixty Dollars (\$60) per day, except in major cities and metropolitan areas where the reimbursable cost for meals shall be increased to a maximum of Ninety Dollars (\$90) per day. For partial day meal reimbursement the following percentage breakdown will be used: 20% for breakfast, 20% for lunch, and 60% for dinner. Meal receipts are not required except when the total

cost of the meals exceed the Internal Revenue Service's (IRS) most current Publication 1542 approved rates for the geographic area visited. When daily meals exceed the amount authorized by the prevailing IRS regulations, or if section 5.04 is utilized, receipts are required. Reimbursement of meals is allowed when lodging is listed at "gratis" or "no charge". If an employee attends a meeting or conference where a meal(s) is provided, the employee may not claim that meal(s) for reimbursement, regardless of whether the meal was actually eaten. The IRS authorized meals and incidental expense amount (M & IE) is determined using the high-low method.

(2) Transportation - Reimbursement will be made for the actual cost of bus, rail or air coach travel as well as automobile rental and the actual cost of taxi service. Prior approval from your Deputy Treasurer must be obtained for car rentals. Receipts for bus, rail, air coach travel and automobile rental are required to be submitted with the employee travel expense form for reimbursement. Reimbursement for travel in privately owned vehicles will be governed by Section 4 of these Regulations.

(3) Lodging - Employees traveling on State business will be reimbursed in an amount equal to their hotel bills for lodging. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Personal telephone charges are reimbursable up to \$5.00 per day.

(4) Registration Fees - Registration fees at meetings or conferences must be supported by a receipt.

(5) Tips and Gratuities - Tips or gratuities may not exceed twenty (20) percent of the cost of allowable hotel charges.

(6) Baggage - Charges for additional baggage transportation shall be reimbursed, as shall actual costs incurred in the transfer and storage of luggage.

Section 4. Use of Privately Owned Vehicles

4.01. General Purpose - No out-of-state travel in privately owned vehicles shall be made at State expense without the prior written approval of the State Treasurer or his designee.

4.02. Maximum Allowances - Maximum mileage allowances for use of privately owned vehicles will be the prevailing IRS approved rate provided, that the reimbursable costs permitted for out-of-state travel, in privately owned vehicles to and from such official meetings, shall not exceed the cost of an air coach fare round-trip ticket to and from the site of such official meeting.

4.03. Toll Charges - Toll bridge and turnpike charges may be included as an additional item. Receipts are not needed for reimbursement.

4.04. Parking Fees - Receipts are not needed for reimbursement.

Section 5. Miscellaneous Provisions

5.01. Personal Services - Expenses for personal services such as laundry or valet service are not allowable.

5.02. Personal Baggage - Reimbursement for transportation of personal baggage shall not exceed ten (10) percent of the air or train fare.

5.03. Non-Employees Accompanying Employees - When non-employees accompany employees on in-state or out-of-state official business which involves

overnight stays, they shall be subject to the following regulations and limitations:

- (a) Reimbursement Provisions - The State Treasurer's Office will reimburse the employee for the employee's hotel or motel lodging expense. Reimbursement will be made at the cost of the single room rate.
- (b) Employee Responsibility - The employee is responsible for meals, travel and other miscellaneous expenses of the non-employee.
- (c) Insurance Coverage - Where non-employees accompany employees on such trips, it is the responsibility of the employees to provide accident insurance coverage; the State Treasurer's Office shall in no way be responsible or liable for any cause or cost whatsoever.

5.04. Treasurer's Waiver - The State Treasurer, or his designee, reserves the right to remove the meal allowance maximums on a case-by-case basis; however receipts must be collected for all meals if the daily meals in total exceed the amount authorized by prevailing IRS regulations. In addition, the State Treasurer or his designee reserves the right to waive any rule or regulation herein set forth on an as needed basis.

5.05 Regulation Changes - The State Treasurer's Office reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.



WEST VIRGINIA
H I G H E R
E D U C A T I O N
P O L I C Y
C O M M I S S I O N

J. THOMAS JONES
CHAIR

J. MICHAEL MULLEN
CHANCELLOR


September 26, 2002

Dr. Daniel J. Bradley
President
Fairmont State College
1201 Locust Avenue
Fairmont, WV 26554

Dear Dr. Bradley:

As provided in Series 4, the Commission's Rule concerning Rules, Guidelines and Other Policy Statements by Governing Boards, the enclosed Travel Rule, Policies and Procedures for Fairmont State College is approved. Please let me know if you have any questions concerning this approval.

Sincerely,


J. Michael Mullen
Chancellor

Enclosure (1)

cc: Mr. James Winter
Mr. Richard Donovan
Mr. Rick Porto
Ms. Monica Cochran
Ms. Lisa Comer

**FAIRMONT STATE COLLEGE
TRAVEL RULE, POLICIES AND PROCEDURES
EFFECTIVE: OCTOBER 1, 2002**

SECTION 1. EMPLOYEES

1. EMPLOYEES

Approval to travel shall be secured in advance by the employee by appealing to the appropriate organizational manager or travel committee within the department. An approved Fairmont State College Travel Authorization should be submitted to the Procurement Office Travel Coordinator for all out-of-state travel and when a direct bill is involved.

Employees are responsible for submitting a State of West Virginia travel expense account settlement form with all required receipts and direct bill attachments to the Travel Coordinator within 3 to 5 business days from the last day of travel.

SECTION 2. TRANSPORTATION

1. AIR TRANSPORTATION

Commercial airline reimbursement shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.

Travelers are no longer required to make advance bookings through a contracted travel service provider. Traveler's should check all available rates and select the least expensive rate. Travelers should use their state corporate credit card for preferred form of payment when possible.

In order to receive reimbursement, the traveler must submit the "passenger receipt" or certified copy of the commercial airline ticket. Commercial airline tickets may be purchased and reimbursed up to 180 days (6 months) prior to departure. The State of West Virginia expense account settlement form should be submitted for the airfare cost only. On the final expense account settlement form, a copy of the previously reimbursed ticket must be attached, and noted. Refundable or unused airline tickets shall be returned immediately.

If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change his/her travel plans, or if extenuating circumstances arise. A receipt with the change

in cost shall be provided for reimbursement. Increased charges incurred due to the traveler's negligence will be considered a personal expense. Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.

For use of an aircraft owned and managed by the Department of Administration and other agencies the traveler shall follow the rules of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.

If authorized by the Chancellor or Chief Executive Officer or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use, and must follow guideline for any direct billed expenses, such as approved by the department chair and submitted to the Procurement Office on a travel authorization form.

In cases where a traveler chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotel, meals, etc.) not to exceed the lowest available commercial airfare plus local transportation to and from the airport.

2. GROUND TRANSPORTATION

Travelers may use a state owned vehicle, privately owned vehicle, commercial rental vehicle, or rail service for ground transportation, when traveling on official business for Fairmont State College.

State owned vehicles shall be secured in advance by completing a Vehicle Request form and submitting it to the Physical Plant for final approval.

Privately owned and courtesy vehicles may be used. Reimbursement will be made at the current IRS rate. Reimbursement for courtesy vehicles will be made at the current IRS rate.

Commercial Rental vehicles may be used when traveling on institutional business. Reimbursement will be made at actual cost for the daily rental fee of a mid-size or smaller vehicle, plus mileage fees and fuel costs. For travel of more than a few days in duration, weekly rental rates may be reimbursed if they will result in a lower total cost than the daily rate. Reimbursement may be made for full size vehicles if more than three people are traveling

together on institutional business, and for larger vehicles if a group of five or more is traveling together. Reimbursement may also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap.

The State corporate credit card shall be the preferred method of payment. When using this card all insurances must be declined. When using other forms of payment, such as personal credit card, or direct billing options, the insurance should be claimed. Collision damage waivers for rentals of more than seven days are not reimbursable and should not be taken. The State of West Virginia insurance program automatically covers collision insurance for vehicle rentals in excess of seven days. No other insurance or insurance like product is reimbursable for rentals used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved vehicle used outside the United States.

Original receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs; however, receipts are not required, but should be provided if available. Travelers are encouraged to return rental cars with a full tank of fuel to avoid high refueling costs charged by rental agencies.

Roadside assistance services for fleet, rental and personal vehicles, if needed, may be reimbursed at actual cost if deemed appropriate and reasonable by an institutional officer authorized to approve travel expenses.

The operator of a vehicle must possess a valid operator's license. The operator is personally responsible for any fines/penalties resulting from citations, charges, or warrants attributable to the operator's negligence. Such fine/penalties are not reimbursable.

Rail service may be used for ground transportation in accordance with the institution's guidelines and procedures. Travelers are expected to make advanced bookings and use the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare. Original receipts/documentation is required for reimbursement.

SECTION 3. LODGING

Reimbursement for lodging will be at the least expensive single room rate available. For multiple occupancy, reimbursement may be claimed fully by one traveler with no claim filed by the other traveler, or each traveler may be reimbursed at equal percentages of the total actual cost for accommodations. Reimbursement for multiple occupancy, when only one of the travelers is on higher education business, shall be at the least expensive single room rate. In the event that a single room rate cannot be documented or otherwise

determined, reimbursement will be made at eighty percent of the actual lodging costs.

Reimbursement shall include actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reservations for lodging shall be made according to the institution's policies and procedures. Original receipts are required for lodging reimbursement. The hotel/motel statement, invoice, or folio shall be the official document utilized for reimbursement to the traveler.

If a change in the lodging charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or in other extenuating circumstances, as approved by the immediate supervisor of the traveler. Charges incurred due to the failure of the traveler or the traveler's representative to notify the facility will be considered the personal expense of the traveler.

Lodging may be direct billed, however, the traveler must obtain prior approval from the department chair and submit a travel authorization form to the Procurement Office. Attach a copy of the approval, along with the lodging invoice or other proof of lodging to the traveler's final expense account settlement.

SECTION 4. MEALS

Meal expense reimbursement is limited to actual expenses for food, service and gratuities up to, not to exceed the maximum daily rate. The current maximum daily rate is \$35.00 for in-state travel and \$50.00 for out-of-state travel.

Alcoholic beverages and entertainment expense are non-reimbursable.

Receipts are not required for meal reimbursement. When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount. For the purpose of determining the amount of deductions for meal on a uniform basis, allowances for meal expenses shall be deducted accordingly:

Breakfast	20%
Lunch	20%
Dinner	60%

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:

Breakfast: The traveler must begin the trip at least two (2) hours before the traveler's normal workday commences.

Dinner: The traveler must end the trip at least two (2) hours after the traveler's normal workday ends.

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.

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 following schedule:

Breakfast	20%
Lunch	20%
Dinner	60%

SECTION 5. REGISTRATION FEES

Fees or charges for attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler. Registration fees may also be direct billed to the institution when feasible. However, the first method of payment for registration fees is the State corporate credit card, or the State's purchase card.

Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement.

The traveler shall not receive an allowance or reimbursement for lodging or food that is included in the registration fee. Association dues that appear on the registration form is not a reimbursable expense.

SECTION 6. OTHER EXPENSES

Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are not required unless reimbursement is in excess of current IRS limits for miscellaneous expenses.

Such expenses and reimbursements may include, but are not limited to:

- a. Baggage handling and gratuities when using public transportation (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or lodging facilities that have porter services.

- b. Baggage storage between appointments, and between hotel and meeting places.
- c. Tolls, garage and parking fees.
- d. Communication expenses such as (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.
- e. Currency conversion.
- f. Guides, interpreters, and visa fees; and
- g. Trips involving multiple days of travel or for single day travel where the traveler is unexpectedly delayed for business reasons, the traveler may be reimbursed for one personal telephone call home per day. Reimbursement shall be made at the actual cost, not to exceed \$3.00 per day, provided the call is not charged to the telecommunications card issued by the State or the Governing board.

Non-reimbursable travel related expenses include the cost of passports (not as a travel expense, but may be considered as a direct charge to the institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the Chancellor, Chief Executive Officer, or designee.

Persons traveling in foreign countries shall report their expenditures in United States dollars. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.

SECTION 7. FORM OF PAYMENT FOR BUSINESS TRAVEL

Travelers should use the corporate charge card issued by the State of West Virginia for business related travel expenses, or a higher education corporate charge card if available.

Cash advances from the State Auditor's Office for official travel may be requested according to the procedures established by the Auditor for employee and student travel, and for group travel such as bands, athletic teams and organized student groups. Requesting and settlement of cash advances shall follow the policies and defined by the State Auditor's Office.

Cash advances may be received by employees for their own business travel or as a representative of students for the payment of registration fees, and/or daily miscellaneous expenses where the state corporate charge card is not accepted. Cash advances may be issued for: (a) out-of-state travel; (b) a

minimum of four (4) days and a maximum of the number of days approved for travel at the rate of \$25.00 per day for miscellaneous expenses; (c) the exact amount of registration fee exceeding \$100.00; (d) the total estimated expenses for a student or student group; and (e) other circumstances approved by the appropriate institution officer.

Cash advances for the travel expenses of bands, athletic teams and organized student groups may be made in the exact amount estimated for the designated trip. Such cash advances may be issued for: (a) the total estimated amount of travel expenses, including the expenses of appropriate representatives, staff and/or employees accompanying the band, team or student group; and (b) the total amount of event related expenses as determined by the band or athletic director of the faculty/staff advisor or sponsor of the student group.

All cash advances must be settled by the individual traveler, student representative, student group advisor/sponsor, or band and athletic department. Such settlement shall be submitted by the institution to the State Auditor's Office for final settlement within the time frame prescribed by the State Auditor's Office.

Failure to settle a cash advance within the time frame prescribed by the State Auditor's Office shall result in suspension of cash advance privileges for the traveler, student group, band or athletic department until such settlement is made.

Cash Advances from an Automatic Teller Machine (ATM) using the State's corporate credit card are permitted. Employees may secure a cash advance for business travel expenses only. Cash advances for personal use are not permitted.

A cash advance for either in-state or out-of state travel is permitted when an employee travels a minimum of (2) consecutive days on official state business. The preferred method of obtaining a cash advance is to use the State's corporate credit card at an ATM. Cash advance and ATM transaction fee reimbursements are limited to the amount and number authorized by the Commission. Receipt(s) from the ATM are required for reimbursement of the ATM transaction fee.

Section 8. DIRECT BILLING

All direct billed expenses must be approved by the department chair and submitted on a travel authorization form to the Procurement Office.



Procurement Office

1281 Locust Avenue
Fairmont, West Virginia
Phone: (304) 367-4711
Fax: (304) 367-4706
mcochran@fairmontstate.edu

TO: All Fairmont State Employees
FROM: Rick Porto
SUBJECT: Mileage Reimbursement Rate
DATE: September 18, 2008

According to our travel procedure, the mileage reimbursement rate for privately owned vehicles will be at 75% of the current IRS rate, rounded up to the nearest penny.

Effective October 1, 2008, our rate (based on the current IRS rate of .585) will be 44 cents per mile.

As always, if you have any questions or require any additional information concerning the Travel Procedures, please do not hesitate to contact the Procurement Office.

Thank you,
STATE AUDITOR
GLEN B. GAINER III

RECEIVED

2008 SEP 29 A 11:00

FAIRMONT STATE UNIVERSITY
FAIRMONT STATE COMMUNITY AND TECHNICAL COLLEGE

Overview of Travel Changes

Changes effective – August 1, 2005

Travel Policy and Travel Settlement/Summary Form was attached to the campus-wide email that was sent out two weeks ago. If you need another copy, please let us know.

As outlined in the memo:

- 1) State vehicles are no longer available through the Physical Plant
- 2) Preferred method of transportation (for trips over 250 miles round trip) is rental vehicle through Enterprise Rent-a-Car. – see chart
- 3) Groups of employees traveling to the same meeting should car pool vs. each employee taking their own rental car or own personal car.
- 4) Mileage reimbursement rate (for employees driving their personal vehicles on state business) is now .25 cents per mile
- 5) Meal expenses for single day travel will not be reimbursed. Single day travel is travel without an overnight stay.
- 6) All travel expenses **except food and fuel** can be placed on the State P-Card.
- 7) New Travel Expense Settlement/Summary Form

Date: 11/13/08

SIGN IN SHEET

Request for Proposal No. AUD093310

PLEASE PRINT

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

TELEPHONE & FAX NUMBERS

FIRM & REPRESENTATIVE NAME

MAILING ADDRESS

Company: <u>TRX</u>	<u>TRX, Inc</u>	PHONE <u>(404) 394-8548</u>
Rep: <u>Jos. Kronman</u>	<u>0970 Charmont Rd, NE, Atlanta, GA 30309</u>	TOLL FREE
Email Address: <u>joshua.kronman@trx.com</u>		FAX
Company: <u>CONCUR TECHNOLOGIES</u>	<u>4 HILB AVE, ED AVE.</u>	PHONE <u>(203) 344-1917</u>
Rep: <u>LARRY HILL</u>	<u>OLD GREENWICH CT</u>	TOLL FREE
Email Address: <u>Larry.Hill@concur.com</u>	<u>06870</u>	FAX <u>SAME - CALL IN ADVANCE, PLS</u>
Company: <u>WV DHR</u>	<u>Blg 3 Rm 232</u>	PHONE <u>558-0953</u>
Rep: <u>Albertha Kincaid</u>	<u>Capitol Complex</u>	TOLL FREE
Email Address: <u>albertakincaid@wvdhhr.org</u>	<u>Chas 25305</u>	FAX <u>558-2892</u>
Company: <u>WVU</u>	<u>One Westfront</u>	PHONE <u>304-293-8460</u>
Rep: <u>Philip Charnestkie</u>	<u>P.O. Box 6024</u>	TOLL FREE
Email Address: <u>Philip.Charnestkie@mail.wvu.edu</u>	<u>Morgantown, WV 25606</u>	FAX
Company: <u>PURCHASING DIVISION</u>	<u>2019 WASHINGTON ST, EAS</u>	PHONE <u>559-2613</u>
Rep: <u>CATHERINE DEMARCO</u>	<u>CHARLESTON, WV 25305</u>	TOLL FREE
Email Address: <u>CATHERINE.A.DEMARCO@WV.GOV</u>		FAX <u>558-6026</u>

Section 5 Purchase Card

Section 5.1

The university participates in the State of West Virginia Purchase Card program (P-Card). This card is available to all employees of the university who are appointed to faculty, staff or administrative positions. Part-time temporary employees, student assistants, extra help, consultants and others who are not considered "employees" are not eligible for the purchasing card.

Cash advances can not be obtained using the P-Card. Get information about the P-Card by visiting the accounting web site at <http://www.marshall.edu/accounting/pcardweb.html>

Lost or Stolen Cards : Immediately report lost or stolen purchasing cards to the financial institution and the agency card coordinator. (Melanie Gallaher x 62212).

- To report a card lost or stolen call 1-800-397-1253 or 1-800-VISA911.
- The cardholder must notify the financial institution within 24 hours to limit cardholder liability.
- The cardholder must submit a maintenance form to the University card coordinator for all lost or stolen cards.

SIGN IN SHEET

Page _____ of _____

Date: 11/13/08

Request for Proposal No. AWD093310

PLEASE PRINT

* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: WVDNR	Bldg 3, Rm 663	PHONE 558-3315
Rep: Harry Price	Charleston, 25305	TOLL FREE
Email Address: harryprice@wvdnr.gov		FAX 558-2768
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX
Company:		PHONE
Rep:		TOLL FREE
Email Address:		FAX