

Purpose

The purpose of this policy is to define terms and establish authority regarding travel, travel related activities, card use and reimbursement.

Authority, Responsibility, and Duties

The University Purchasing Department shall administer the travel program. The President designates all travel to be approved in advance by his direct reports, except as noted below:

President

- Authorize request for all direct reports
- Authorize travel outside the U.S.A.
- Authorize all lodging and mileage exceptions
- Authorize and approve multiple attendees to the same event

Vice President

- Authorize any seminar, workshop or training program requirements.
- Authorize travel outside the U.S.A., as designated by the President.
- Review and approve all travel requests (exceptions listed above)
- Identify funding and provide written justification to support excess charges
- Review and recommend for approval travel supplements

Purchasing Director

- Responsible for the implementation of this policy
- Disseminate information
- Conduct training
- Secure and administer travel card program
- Audit and approve travel supplements

University Controller

- Administer the travel reimbursement program
- Authorize reimbursements
- Maintain travel reimbursement documentation under the DOA delegated authority provisions

Traveler

- Travel using the most efficient and cost effective manner
- Submit travel authorization minimum 14 days prior to travel
- Submit travel reimbursement within 30 business days after completion of the trip
- Maintain documentation/receipts for submission with travel reimbursement
- Pay travel charge card bill upon receipt
- Notify Program Administrator of departure from agency

Account Manager

Administer any seminar, workshop or training program requirements.
Recommend most effective outcome to their respective Vice President
Manage /reconcile expenditures charged to their respective fund/accounts
Notify Program Administrator of employee departure

Human Resources

- a. Review and approve travel authorizations for Title III funded training through Workplace Efficiency Program.
- b. Monitor and reconcile the Title III budget designated for travel to ensure budgets to ensure sufficiency of the budget allocation. Ensure Title III travel is properly authorized under the program requirements through collaboration with the Title III Office
- c. Provide monthly termination list

Definitions

Agency: Virginia State University

Agency Head or Designee: An Agency Head is an officially appointed, elected or designated individual who directs, and is ultimately responsible for, the overall operations of an agency or institution.

A designee is any other person appropriately designated to act on behalf of the Agency Head. Such designation must be approved by the Agency Head in writing and retained on file within the agency. These listings should adhere to the record retention policy in order to provide adequate evidentiary support of appropriate approvals for audit/review purposes. Copies of written designee listings must be provided to the Department of Accounts and appropriate auditors upon request.

Account Manager: Individual identified as the responsible person for the fund to which travel is charged.

Base Point: The primary place, office or building where the traveler performs his/her duties on a routine basis.
Multiple base points are not allowed

Commuting Mileage: Round-trip mileage traveled routinely by the employee between his residence and base point.

Internal and External Controls: Processes and procedures used to ensure that travel reimbursement is in compliance with State guidelines and procedures.

International Travel: All travel to areas outside of the 48 contiguous United States.

Sponsored Programs: Programs funded by revenue derived from grants and contracts.

Travel Authorization Form: Document used to request fund and approval for all university travel.

Travel Reimbursement Form: Document used to request reimbursement for approved university travel.

Traveler: Individual traveling on official agency business.

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Trip: Any periods of continuous travel between when the traveler leaves his residence or base point and returns to his residence or base point.

Program Administrator: Direct/manage charge card activities.

Policy Statements

Virginia State University shall adhere to the policies and procedures as outlined by the Department of Accounts in the Commonwealth Policy and Procedures (CAPP) Manual, Topic 20335.

1. The University will reimburse individuals traveling on official State business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. It is the policy of the University to limit travel costs to only those expenses that are necessary for providing essential services to the Commonwealth's citizens and conform to the State Travel Regulations.
2. For International Travel, the following approvals must be obtained in advance, dated and submitted with the travel authorization form.

If the traveler is...	Then, approval must be made in advance by...
A State employee	The respective President or designee.
President	The respective Cabinet Secretary.
A Cabinet Secretary	The Governor's Chief of Staff.

To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single international travel destination must be approved in advance by the Cabinet Secretary.

3. Seminars, Workshop or Training Programs for Multiple Employees
 - a. To ensure all travel meets the test of necessity, travel involving more than three employees from a single agency to a single travel destination must be submitted in a single package and approved in advance by the Agency Head or designee. This includes travel of presenters as well as attendees. These provisions apply to daily as well as overnight travel.
 - b. In selecting locations for meetings, agencies shall give first preference to State-owned facilities. For meetings of policy, advisory, or supervisor boards, the selection of a meeting site should reflect the policy that a public body conducting public business shall take care that public funds are expended prudently.
4. Convention and Conferences (attendee limit)
 - a. Where it is determined that a seminar, workshop or training program is essential to staff development for five or more employees, the agency shall investigate the option of bringing the trainer on-site instead of authorizing employees to travel to an off-site location. The agency shall document the comparative cost of an on-site session and retain such documentation on file with the agency travel records. The agency must also explore the practicality of fulfilling the desired staff development goals through use of studio and video teleconferencing where these options may be more cost-effective.

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- b. In planning for an agency-sponsored conference, the Lodging and M&IE guidelines in these regulations should be used as a measure of reasonableness. Agencies should be prudent in selecting the most cost beneficial option available to the Commonwealth. Agencies should follow the Department of General Services, Division of Purchases and Supply guidelines. Procurement requests must justify any costs in excess of the guidelines based on the overall conference procurement costs (i.e., free room space or other no or low-cost amenities needed for meetings).
5. Travel Authorization
- a. Prior to a trip, all anticipated expenses should be listed on a Request for Travel Authorization form (Exhibit #1). After all approvals have been secured, this form should be forwarded to the Purchasing Office for processing. Charges placed without a properly approved Travel Authorization may not be honored by the University.
#2). Employees Human Resource issued Employee Identification Number and the last four digits of SSN is required.
 - b. All travel must be completed and approved prior to travel even when no cost is involved.
 - c. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted. Travelers and travel planners must seek ways to reduce the cost of essential travel.
 - d. Travel Supplements submitted after the date of travel will not be honored. All travel related expenses must be approved prior to the trip.
 - e. Lodging will not be approved for amounts that exceed 50% over the state Lodging rate.
 - f. Business meals must be approved in advance by the President. These meals must involve substantive and bona fide business discussions and include the original, itemized receipt. The use of business meals shall be authorized for use at the Vice President and President positions only.
6. Travel Reimbursement
- a. After the trip, completed and fully executed travel expense reimbursement vouchers, with itemized receipts, are due in Invoice Processing within 30 working days after returning from the trip. It is the responsibility of the approving official to ensure that all travel claim reimbursements are submitted in a timely manner. Failure to submit your travel claim reimbursement request within 30 working days could result in disapproval of your reimbursement request.
 - b. The University will reimburse individuals traveling on official State business for reasonable and necessary expenses incurred in accordance with the published Commonwealth of Virginia per diem rates. View current rates at http://www.doa.virginia.gov/Admin_Services/cAPP/CAPP_Topics/20335.pdf
 - c. Original hotel bills must be submitted with the Travel Reimbursement Voucher (Exhibit #3), and must be itemized daily and show a zero balance. Hotel bills must also include the traveler's name and dates of stay.
 - d. Travelers must submit the Expense Report to their supervisor within 30 working days after completion of the trip (See CAPP – Cardinal Topic No. 20336, Agency Travel Processing). In the case of continuous

travel, the traveler must submit the Expense Report to the supervisor within 30 working days of the last day of travel for which reimbursement is requested. However, employees on continuous travel should request reimbursement at least monthly. Agency procedures must be designed to process reimbursements in a timely manner to allow travel charge card payments to be made by the specified due date.

- e. By signing the Expense Report, the traveler is certifying the accuracy of all information, the legitimacy of the travel, and the appropriateness of the expenses. The signature of the traveler's supervisor certifies that he/she agrees that the travel was necessary and the requested reimbursements are proper. The supervisor must sign within three (3) days of the traveler's signature.
- f. It is the responsibility of the Fiscal Office at each agency to ensure that any type of reimbursement (Travel, Vendor Payment, Petty Cash, etc.) is not paid more than once.
- g. All travel shall be reimbursed using Electronic Data Interchange, if they are on Direct Deposit (EDI) for payroll. Otherwise, payment will be made by check.

Locally Funded Travel

- h. Travel related expenses, in whole or part, which are paid from University owned funds (local funds) and exceed the State per diem rates, may be reimbursed, upon prior written approval from the respective Vice President who has oversight of the local fund account. Under no circumstance, however, shall travel expenses, which exceed State per diem rates, be reimbursed without obtaining an exception letter with proper authorizations in advance, regardless of the source of funding. Any request for an exception to this policy must be submitted in writing and approved by the President.
- i. If a request for exception has not been approved prior to the travel, lodging reimbursement will be based on the lowest per diem rate.
- j. Traveler's signature on the travel reimbursement request certifies the accuracy of all information and the legitimacy of the travel.
- k. Supervisor's signature certifies agreement that the travel was necessary and the requested reimbursements are proper.
- l. The University will **not** reimburse travelers for the following expenses:
 - i. Travel expenses incurred prior to the trip.
 - ii. Expenses related to the personal negligence of the traveler, such as non-canceled hotel reservations, parking fines, speeding tickets, etc.
 - iii. Loss or damage expenses for personal property, such as lost or stolen articles, damage to personal vehicles, clothing or other items.
 - iv. Entertainment expenses, such as fees for social or non-mandatory activities at conference (tours, sports activities, etc.) alcoholic beverages, inordinately expensive meals and lodging, videos charged to hotel/motel bills, etc.
 - v. Travel expenses (including child care) related to family members or companions.
 - vi. Expenses for accidents or injuries when the employee is not on official business
 - vii. Personal calls
 - viii. Laundry expenses
 - ix. Travel insurance of any kind

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7. For travel reimbursements from Sponsored Programs, all monetary travel reimbursements for meals, lodging, airfare, etc. funded solely from sponsored program funds are governed by the terms and conditions of the individual grant or contract. If the grant or contract is silent regarding these monetary reimbursements, the limitations in CAPP - Cardinal Topic Nos. 20335 and 20336 will apply. In all cases, administrative requirements cited in CAPP - Cardinal Topic Nos. 20335 and 20336 must be followed. "Sponsored Program" must be clearly stated on the Expense Report.
8. Vehicle Rental
 - a. The agency shall reimburse individuals traveling on official State business for use of an economy class vehicle. Use of a larger vehicle will require special approvals and will be handled on a case-by-case basis only.
 - b. Vehicle rental contract shall be utilized when traveling over 50 miles in a single trip on official University business. Please contact the Department of Purchasing to secure the current rental provider and associated contract information
9. Travel Card

The travel charge card program is a means for University employees (employees who travel overnight at least twice per year are eligible for cards) to charge reimbursable travel and related expenses while on official State business. The cardholder is responsible for all charges incurred and for the prompt payment of the monthly bill. Employees are to use the card for valid travel related expenses and submit proper documentation for reimbursement.

 - a. Limitations on Card Usage
 - i. Use of the travel card for cash advances and/or personal expenses is strictly prohibited.
 - ii. The travel card may be used for securing travel via air/rail fare. The University may pay directly for University-related air/rail fare as an alternative to the employee having to assume this expense because of the lead-time between ordering tickets and actual travel date.
 - iii. During University related travel, the card is authorized for lodging, meals, vehicle rental, parking and tolls. Note: Reimbursement will be provided after completion of travel.
 - iv. If a traveler purchases his/her own ticket via the Internet or with an agent, they shall keep their boarding pass as proof of payment. Priceline®, Expedia®, Orbitz®, and Travelocity® are the only Internet providers suggested by the Commonwealth for use in securing prices.
10. Payment Obligation
 - a. The travel card is issued in the employee's name. The University is not liable in the event of non-payment of charges by the employee. Virginia State University requires card holders to make payment in full by 15th of each month.
 - i. Accounts that are thirty-one (31) days delinquent shall be posted and distributed to cardholder and the associated Vice President.
 - ii. Accounts that are forty-five (45) days delinquent shall be suspended until paid in full.
 - iii. Accounts that are sixty-one (61) days delinquent shall be permanently cancelled and Virginia State University shall deduct the balance from employee's payroll. Upon termination of an employee, any delinquent amounts shall be deducted from leave balance check, or the last paycheck, or a combination thereof, whichever is available.
11. Lost or Stolen Cards
 - a. If the travel card is lost or stolen, the cardholder must report the loss to the card company and the Program Administrator immediately upon discovery. The Program Administrator shall secure a

replacement upon written request from the cardholder. A replacement card will be mailed by the card company within 1-2 business days to the Program Administrator. Upon prompt notification to the card company, the cardholder may have no liability for charges made after a card has been reported lost or stolen. This determination is made by the card provider. The agency has no responsibility for lost or stolen cards.

Bank of America	888-449-2273
Program Administrator	804-524-1225

12. Card Compliance

- a. In order to ensure compliance with the policies and procedures of the Commonwealth issued travel card, the following actions will be taken by Purchasing when infractions are discovered during review/audit. Infractions are classified as Non-Compliance in Error, Minor Non-Compliance, Major Non-Compliance and Criminal Activity. General Descriptions and discipline measures are listed below:
- b. Non-Compliance in Error
 - Personal Purchase made in error
 - i. 1st Violations – Notification to cardholder.
 - ii. 2nd Violation – Notification to cardholder and supervisor. Action will be considered as Minor Non-Compliance.
 - iii. 3rd Violation – Notification to cardholder, supervisor and Internal Audit. Action will be considered Major Non-Compliance
- c. Minor Non-Compliance:
 - Late reconciliation and approval
 - Late payment (1st notification)
 - Missing/inadequate receipt
 - Other infractions deemed minor by Program Administrator
 - i. 1st Violation: Card is suspended when error is discovered and remains suspended until correction is received by card provider and verified by Program Administrator
 - ii. 2nd Violation: Card remains suspended for 30 days from time correction is processed
 - iii. 3rd Violation: Cardholder's privilege is revoked. Cardholder must request reinstating and justify in writing a plan to prevent future violations. Statement must be reviewed and executed by respective Associate Vice President and/or Assistant Provost. Card remains suspended until justification is approved by Program Administrator. If justification is not received within 30 days or the justification is not approved card will be permanently closed. Appropriate disciplinary actions may be invoked.
- d. Major Non Compliance
 - Late reconciliations and approval-30 days or more
 - Late payment (2nd notification)
 - Inappropriate purchase
 - Other infractions deemed as major by Program Administrator or multiple/repeat offenses.
 - i. 1st Violation: Card will remain suspended until mistake is resolved and documentation and/ or repayment is received by card provider and verified by Program Administrator.
 - ii. 2nd Violation: Cardholder's privileges will be revoked. Cardholder must justify in writing reinstatement of card and a description of actions taken to prevent future infractions from

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- occurring. Statement must be reviewed and executed by respective Vice President and/or Provost. Card remains suspended until justification is approved by Program Administrator.
- iii. 3rd Violation: Card is revoked and permanently canceled. Cardholder is not eligible for future Travel Card use

It shall be the responsibility of the VSU Cardholder's Supervisor to report non-compliance to the Internal Audit Department. If any such report is filed, Human Resources and Purchasing will be notified also. Department of Purchasing will report non-compliance to Internal Audit. Purchasing will notify cardholder's supervisor and Human Resources.

13. Criminal Activity:
Personal purchase-Intentionally made
Multiple Use for non-business related purchases

Intentional misuse of the Travel Card, personal purchases, or claiming fraudulent reimbursements constitute Fraud and the card will be immediately revoked and appropriate disciplinary action will be taken.

It shall be the responsibility of the cardholders supervisor to report fraudulent/and or criminal activity to the Internal Audit Department and to complete the law enforcement referral form; including SP-255 Criminal Referral Form (Exhibit #4). Failure to make timely disclosures in compliance with this policy could result in disciplinary action for cardholder's supervisor.

14. Travel Advance
Travel advances are not honored by the University. Preferred method is via the use of the Travel Card.

The Commonwealth of Virginia uses the lodging and M&IE per diem rates for travel. The Department of Defense (DOD) sets the rates for Hawaii, Alaska, and all United States Territories (Puerto Rico, Guam, The Virgin Islands, etc.) The Secretary of State establishes these maximum rates of per diem allowances for travel in foreign areas.

References

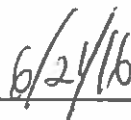
- Virginia Department of Accounts CAPP Manual, Topic No. 20335 – "State Travel Regulation"
Virginia Department of Accounts CAPP Manual, Topic No. 20336 – "Travel Processing"
Virginia Department of Accounts CAPP Manual, Topic No. 20360 – "Travel Charge Card"

Approval By: _____



President

Date: _____



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Exhibit #1
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TRAVEL AUTHORIZATION FORM

Please complete this form in its entirety. (Use [Tab] to move from cell to cell.)

Traveler's Name: _____ Title: _____ Employee ID#: _____

Department: _____ Box No. _____ Telephone Number _____

Destination or Itinerary _____

Departure Date _____ Departure Time _____ Return Date _____ Return Time _____

Purpose For This Trip
(include dates of meeting, convention,
institute, or other activity. Please attach
all supporting documentation.)

Please enter exact amounts, whenever possible

Enter "X" in only ONE box. Travel for professional development, presentations, seminars or conferences, or employee training.
 Any other authorized employment-related travel.

REGISTRATION FEES	Paid by: _____ Employee _____ VSU Purchase Order/SPCC _____	Amount	Object	Object
LODGING (specific description: _____)	State Per Diem Rate \$ _____)	0.00	1224	1224
# of nights _____	Lodging Rate \$ _____ Taxes/Fees 0.0% Room Rate-tax \$ _____	0.00	1227	1285
A letter of exception (signed by President or designee) is required for all lodging over the State's per diem rate. <input type="checkbox"/> Yes <input type="checkbox"/> No				
MEALS	# of Travel Days @ 75% _____ \$ _____ = \$ _____ Conference Meals \$ _____	0.00	1227	1288
	# of Full Days _____ \$ _____ = \$ _____ Conference Meals \$ _____			
TRANSPORTATION				
Private Personal Car	# of miles _____ Mileage rate _____ Standard rate-over 100 miles per day/RS rate for less _____	0.00	1227	1282
A letter of exception (signed by President or designee) is required for reimbursement of the higher mileage when over 100 miles/day				
State Car				
Airplane	Paid By _____ Employee _____ VSU Purchase Order _____	0.00	1284	1284
Rental Car	Paid By _____ Employee _____ VSU Purchase Order _____	0.00	1227	1283
Other Transportation (specific description: _____)		0.00	1227	_____
Tolls/Parking		0.00	1285	1285
Gas (for State vehicle or rental car)		0.00	1323	1323
Other (ex. baggage fee & internet fee-be specific)		0.00	_____	_____
TOTAL AMOUNT REQUESTED		0.00		

Travel Advance Requested (if an amount is entered, a completed Check Request Form is required.) \$ _____

CHARGE ALL TRAVEL EXPENDITURES TO BANNER FOPAL: _____

Arrangements made for missed classes or other responsibilities _____

By signing this form, I acknowledge being currently enrolled in the Commonwealth's "Electronic Reimbursement Program." I understand that enrollment is mandatory BEFORE I can be reimbursed for any travel costs, and that forms and procedures are available on www.vsu.edu/travel.

Signature of Traveler _____ Title _____ Date Signed _____

Signature of Traveler's Direct Supervisor _____ Title _____ Date Signed _____

Signature of Traveler's Dean or Director _____ Title _____ Date Signed _____

Vice President's Signature (Required on all travel authorizations) _____ Date Signed _____

President's Signature (Init Travel, Multiple Attendees, Lodging and meal exceptions) _____ Date Signed _____

- Reimbursement amount cannot exceed originally requested amount.
- Travel Card is preferred method. Travel Advance may not be honored. Travel advances require minimum 14 days for processing.
- The traveler must repay any advance within 30 days of the date the advance was issued.
- For group travel arrangements, a complete list of names of persons traveling MUST be attached.

Do not date stamp within this box To be completed by the Travel coordinator in the VSU Purchasing Office

Travel Coordinator's Signature _____ Date Signed _____

Approval for Payment _____ Travel Order Number _____ American Airline Number _____ Motor Pool Number _____

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Exhibit #2

MEMORANDUM

TO:

FROM: Purchasing Director

DATE:

SUBJECT: **Bank of America Travel Card Days 61-90 Days Past Due**

Per VSU Policy Number 5503 - Policy Statements - Item C, your Bank of America Travel Card account has been closed and the past due balance of \$_____ will be deducted from your payroll and/or leave balance check.

If you have any questions or concerns regarding this matter, please contact Program Administrator on 524-1225.

cc: File

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Exhibit #4

SP-225 12-1-93

DEPARTMENT OF STATE POLICE
CRIMINAL REFERRAL FORM



Agency: _____ Telephone: _____

Person Submitting Report: _____ Title: _____

Address: _____

Telephone Number: _____

Victim agency if different from submitting agency: _____

Select the most appropriate violation(s):

- | | |
|--|---|
| <input type="checkbox"/> Misappropriation of Funds | <input type="checkbox"/> Check Fraud |
| <input type="checkbox"/> Theft of State Property | <input type="checkbox"/> Procurement Violations |
| <input type="checkbox"/> False Reports | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Bribery/Gratuity | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Credit Card Fraud | <input type="checkbox"/> Other (explain) _____ |

Brief Explanation: _____

Estimated loss to the Commonwealth: \$ _____

Person suspected of violation: _____

Address: _____

Relationship to the agency:

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Officer | <input type="checkbox"/> Director | <input type="checkbox"/> No Connection |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Agent | <input type="checkbox"/> Other |

Has suspected individual made admissions? _____

If so, to whom? _____

Who discovered the violation and when? Date: _____

Name: _____

Has violation been reported to another law enforcement agency? _____

If so, which agency? _____

Has administrative action been taken? _____

Distribution: _____