

# Standard Operating Procedure

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## *Travel Arrangements and Reimbursement*

In accordance with the State of WV Travel Rules (<http://www.state.wv.us/admin/purchase/travel/TravelRule.pdf>), any employee needing to travel for job related activities must follow the procedures outlined below relevant to the type of travel and include all supporting documentation necessary for reimbursement and/or payment.

### Contact Information

#### Agency Travel Coordinator

**Vanesse Myers**

[vanesse.myers@wv.gov](mailto:vanesse.myers@wv.gov)

304-558-2041 ext. 2086

#### Agency Fleet Coordinator

**Woodie Dorsen**

[woodie.j.dorsen@wv.gov](mailto:woodie.j.dorsen@wv.gov)

304-558-3422 ext. 2046

**All forms can be downloaded at <http://librarycommission.wv.gov/pages/employees-only.aspx>.**

### One Day Travel

Use the following steps if an employee is departing and returning on the same day.

- Prior to traveling, an employee must get written approval from his/her immediate supervisor. This can be done via e-mail.
- Complete and submit a **Fleet Request Form** to the **Agency Fleet Coordinator** to reserve a fleet vehicle.
- If a fleet vehicle is not available, complete the **Vehicle Rental versus Reimbursement Calculator** to determine if it is more cost effective to rent a vehicle or drive a private vehicle.
- If it is more cost effective to rent a vehicle contact the **Agency Travel Coordinator** to make arrangements.

Please include the following information when requesting a rental vehicle:

- Who will be picking up the vehicle
  - What time the vehicle will be picked up
  - Size of vehicle, if not a mid-size, and reason for the alternative size.
  - Departure date and time
  - Return date and time
  - Location of travel
  - Cell phone number
  - Number of passengers
  - Reason for travel
- Within **10 days** of return complete a **Travel Expense Account Settlement Form**. All forms must be signed, in [blue ink](#), by the traveler and the traveler's supervisor/manager and submitted to the **Agency Travel Coordinator** for processing and payment.
    - If it was more cost effective to drive a private vehicle, include mileage on your reimbursement form. Per Diem rates can be found at <http://www.gsa.gov/portal/category/100120>.

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- Meals are not an allowable expense for one day travel unless the traveler is in travel status for more than 12 hours in a 24 hour period. Maximum reimbursement is 75% of the per diem rate.
- Include the following documentation:
  - Original receipt for any items “Direct Billed” to the agency. This includes rental vehicles, registration fees, etc. List the items in the “Direct Billed” section on the **Travel Expense Account Settlement Form**.
  - Signed **Travel Authorization Form**.
  - **Fleet Request Form** showing availability or lack of availability of a fleet vehicle
  - **Vehicle Rental versus Reimbursement Calculator**

*Exceptions: Network Services Field Technicians are not required to submit a **Fleet Request Form** or **Vehicle Rental versus Reimbursement Calculator** due to the daily travel required by their job duties. A signed Helpdesk ticket must be submitted to the Network Services Director before reimbursement is approved. **Field Technicians must submit reimbursement forms every 2 weeks.***

## Overnight Travel

Travel requiring overnight stays must be approved by the traveler’s supervisor/manager and the Secretary in advance. Hotel accommodations, vehicle rental, airfare accommodations, conference registration, etc. must be arranged via the **Agency Travel Coordinator**.

- Prior to travel, complete and submit for approval the **Travel Authorization Form**.
- When requesting lodging, visit <http://www.state.wv.us/admin/purchase/travel/lodging.html> to find hotels that honor the state rate. Send an e-mail to the **Agency Travel Coordinator** with the hotel information, who will be staying, and arrival and departure dates.
- If driving to the location, follow the steps outlined in the **One Day Travel** section to acquire a vehicle.
- If traveling via air, bus, or train e-mail your request to the **Agency Travel Coordinator** with the following information as soon as the trip has been determined to avoid higher pricing and seat purchases:
  - Name as it appears on your driver’s license
  - Date of birth
  - Cell phone number
  - Destination
  - Dates of Travel
  - Aisle or seating (if offered)
- If conference registration is needed, provide the completed registration form to the **Agency Travel Coordinator** for payment.
- Upon return complete a **Travel Expense Account Settlement Form**. All forms must be signed, in **blue ink**, by the traveler and the traveler’s supervisor/manager and submitted to the **Agency Travel Coordinator**.
  - If it was more cost effective to drive a private vehicle, include mileage on your reimbursement form. Per Diem rates can be found at <http://www.gsa.gov/portal/category/100120>.
  - First and last day meals are calculated at 75% of the per diem rate less meals that are provided.
  - Include the following documentation:
    - Original receipt for any items “Direct Billed” to the agency. This includes rental vehicles, registration fees, hotel, airfare, etc. List the items in the “Direct Billed” section on the Travel Expense Account Settlement Form.

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- If traveling by car, include the **Fleet Request Form** showing availability or lack of availability of a fleet vehicle and the **Vehicle Rental versus Reimbursement Calculator**.
- Hotel Folio. *Note: Taxes should not be charged unless it is out-of-state lodging.*

### Additional Reminders

- Anything listed in the “Other” column on the **Travel Expense Account Settlement Form** must be explained in the “Other” section at the bottom of the form.
- If you leave from your headquarters, you must return to your headquarters. If there is a deviation, a note of explanation must be present in the section just above the “Direct Billed” section on the **Travel Expense Account Settlement Form**.
- If a **Cash Advance** is needed for travel, contact the Agency Travel Coordinator 2 weeks prior to traveling to make arrangements.