

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 1

TITLE: Travel

EFFECTIVE DATE: March 1, 2007

PROCEDURE

The Travel Procedure provides guidelines for ground transportation of in-state and out-of-state travel for New River employees or individuals doing business on behalf of the institution.

Approval of travel shall be secured in advance from the supervisor. It is the responsibility of each supervisor to ensure that all college personnel are utilizing state vehicles, when available. State vehicles shall be secured by completing a Vehicle Request form and submitting it to the appropriate office as designated by each Regional Director of Operations. Should a state vehicle be unavailable, a contract has been negotiated with Enterprise Rental. An employee must have written authorization from her/his supervisor to qualify for mileage reimbursement for use of a personal vehicle. The authorization must be filed with the travel settlement for a reimbursement to be processed.

Each Regional Director of Operations will establish an office for employees to schedule a commercial rental vehicle. The appointed contact will be the only party authorized to schedule a vehicle through Enterprise.

Vehicle selection should be made based on lowest cost vehicle, the number of travelers and the amount of storage needed. 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, when applicable. Weekly rental rates will be reimbursed if they result in a lower total cost than the daily rate. Reimbursement will be made for full size vehicles if more than three people are traveling together and for larger vehicles if a group of five or more are traveling together. Reimbursement will also be made for a larger or specially equipped vehicle if required to accommodate a traveler with a disability or handicap. Reimbursements will be made based on the negotiated contract rate with Enterprise.

The State of West Virginia purchase card is the preferred method of payment; therefore all insurance must be declined. Should a driver opt to authorize insurance the additional cost becomes the responsibility of the driver. 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.

Original receipts and/or documentation are required for reimbursement of car rental and mileage charges or fees. Travelers are required to return rental cars with the same quantity of fuel to avoid the high refueling costs charged by rental agencies. A gas card should be obtained from the point of contact on your respective campus.

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.

RELATED POLICIES AND/OR PROCEDURES: NRCTC D.1500

RESPONSIBLE OFFICE: Finance