

**West Virginia State University Board of Governors**  
**Audit Committee**  
**Erickson Alumni Center, Grand Hall**  
**March 20, 2014**  
**9:30 a.m. – 10:20 a.m.**  
**Agenda**

1. Call to Order and Roll Call—Committee Chair L. Vincent Williams, presiding
2. Verification of Appropriate Notice of Public Meeting Action 2
3. Review and Approval of Agenda Action 1
4. Review and Approval of Minutes of Previous Meeting Action 3
5. University Recommendations and Reports
  - 5.1 Update on Financial Statement Audit RFP Information
  - 5.2 Update on Internal Review Information
  - 5.3 Discussion on Proposed Policy and Procedure for Travel Information 5
  - 5.4 Discussion on Fixed Asset Inventory Policy Information 20
6. Next Meeting Date – *May 1, 2014*
7. Adjournment

**West Virginia State University Board of Governors**  
***Audit Committee***

**Date/Time:** 3/20/2014 -- 9:30 AM

**Location:**

West Virginia State University, Erickson Alumni Center, Grand Hall, Institute, WV

**Purpose:** To conduct regular business of the Committee in preparation for the March 20, 2014 Board of Governors meeting

**Notes:**

This is a compliant meeting.

**Meeting was approved : 3/10/2014 2:41:40 PM**

**West Virginia State University Board of Governors**  
**Audit Committee**  
**Erickson Alumni Center, Grand Hall**  
**Minutes**  
**January 23, 2014**

1. **Call to Order and Roll Call**

Dr. Smith called the meeting of the West Virginia State University Board of Governors Audit Committee to order at 9:30 a.m.

**Present:** Mrs. Jarvis and several members of the administration were present. Dr. Smith noted that a quorum was not present and proposed a five to ten minute recess at 9:33 a.m. Meeting was called to order at 9:40 a.m. Dr. Smith asked that the Committee move ahead on the agenda to item 5.3.

Mr. Williams joined the meeting by conference call at 9:45 a.m. Mr. Salyers joined the meeting at 9:56 a.m.

2. **Verification of Appropriate Notification of Public Meeting**

Dr. Smith announced the Verification of Appropriate Notice of Public Meeting.

3. **Review and Approve of Meeting Agenda**

Dr. Smith made the motion and it was seconded by Mr. Salyers to approve the agenda as modified. The motion passed.

4. **Review and Approval of Minutes of Previous Meeting**

Dr. Smith made the motion and it was seconded by Mrs. Jarvis to approve the minutes of the previous meeting as modified (*including removing the duplicate name*). The motion passed.

5. **University Recommendations and Reports**

5.1 **Financial Statements Audit**

Mrs. Elliott introduced Mr. Mike Hager of Hayflich and Grigoraci to review the Financial Statement Fiscal Year (FY) 2013. Mr. Hager explained that the University's financial statements received an unqualified opinion for FY 2013. He summarized the statements and footnotes and addressed specific questions from the Committee. He also stated that there were no significant deficiencies or material misstatements presented in the financial statements. Comments made were firm, proactive, cooperative, and the best audit the University has had.

5.2 **Update on Financial Aid, A-133 Audit**

Mrs. Elliott updated the Committee on the draft findings from the statewide financial aid audit. Mrs. Elliott discussed the five findings in draft form. The University prepared responses to these findings and provided copies of the findings and responses to the Committee. Once the audit is released by the State of West Virginia, a copy will be distributed to the Committee.

5.3 **Update on Development of Inventory and Travel Policies**

The travel policy will consist of three specific areas: general travel, presidential travel, and athletic/team travel. An overview was provided regarding those areas and it was noted that the policy will be presented to the full Board at an upcoming meeting.

5.4 **Update on Internal Reviews**

The University is following the Committee's recommendation to structure internal reviews around the Legislative Audit released in September 2013. Staff is in the process of drafting a fixed assets inventory policy and travel policy, as previously mentioned.

6. **Next Meeting Date**

March 20, 2014

7. **Adjournment**

With there being no further business, the meeting adjourned at 10:36 a.m.

Respectfully submitted,

Belinda W. Silas  
Office Administrator

**WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

**West Virginia State University**

**PROPOSED REVISED BOG Policy #5 (DRAFT)**

**Title: Travel Regulations**

**Section 1. General**

- 1.1 Scope: This policy governs in-state, out-of-state and international travel, hereinafter referred to as “travel,” for employees, students and non-employees.
- 1.2 Authority: West Virginia Code §18B-1-6
- 1.3 Adopted Date:
- 1.4 Effective Date:

**Section 2. Delegation of Authority and Responsibilities**

- 2.1 Authority to manage, approve, or disapprove travel and travel-related expense is delegated to the departmental Vice President.
- 2.2 Travel may be authorized only for official business and only if the department/area has the financial resources to reimburse the traveler for travel expenses.
- 2.3 The department/area may develop administrative policies and procedures, consistent with this policy, to provide additional guidance to employees and others traveling on behalf of the University.
- 2.4 The responsibility to audit a traveler’s Expense Account Settlement lies with the funding department. Approval of a traveler’s Expense Account Settlement means that the Expense Account Settlement meets all criteria established by this policy for reimbursement. The funding department should audit and submit an accurate Expense Account Settlement for reimbursement to the Accounts Payable Office within fifteen (15) days after completion of travel.

**Section 3. Travel Regulations Applicable to All Employees, Board 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 University. Under no circumstances should an employee travel without proper approval of the funding department.

3.1.2 Employees are responsible for submitting a Travel Expense Account Settlement Form with all required attachments to the traveler's funding department. The form should be submitted within the time prescribed by this policy after the last day of the approved travel to qualify for reimbursement of expenses.

3.1.3 The Board of Governors has directed the President to spend a large portion of his time on fundraising activities, as such, the President's travel plans are fluid. This requires in some cases travel to be approved after the fact. The cost of the President's travel is borne by three areas: West Virginia State University, West Virginia State University Research and Development Corporation and West Virginia State University Foundation. The Assistant Vice President for Business and Finance, the Director of Purchasing and the Chief of Staff, Special Assistant to the President are responsible for allocating and documenting the President's travel expenses to these three areas.

### 3.2 Board Members

3.2.1 This policy shall govern reimbursement of travel expenses to board members when the University requires such members to travel.

### 3.3 Non-Employees

3.3.1 Consultants, contractors and non-employees are not required to use these policies and regulations at the University's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement (WV-48).

### 3.4 Purchasing Card and Team Travel Card Receipt Requirements and Reimbursements

3.4.1 Employees are responsible for submitting all original, required receipts for travel to their appropriate Purchasing Cardholder for expenses paid using the Purchasing Card in accordance with Purchasing Card Program policy.

3.4.2 Team Travel Cards are not to be used for non-travel purposes.

3.4.3 Purchasing Cards and Team Travel Cards may not be used for personal expenses.

3.4.4 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they are more stringent than this policy; otherwise, this policy shall govern such reimbursement.

## Section 4. Transportation

### 4.1 Air Transportation

#### 4.1.1 Commercial Airlines

- 4.1.1.2 Tickets should be purchased using the Purchasing Card or Team Travel Card.
- 4.1.1.3 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.
- 4.1.1.4 Travelers should make advance bookings through the state's preferred travel agency, National Travel, to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased 45 to 80 days prior to the trip.
- 4.1.1.5 In order to receive reimbursement, the traveler must submit the original invoice from the travel service vendor. If airfare is reimbursed prior to 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 a proper credit or refund.
- 4.1.1.6 If an increase in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the funding department 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.
- 4.1.1.7 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 any other similar action is prohibited. Any credits, rebates, or refunds resulting from these actions must be returned to the University.
- 4.1.1.8 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, are issued automatically, and are sufficient for traveling and reimbursement unless the traveler specifically requests a paper ticket. 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.

4.1.1.9 First class airline tickets will not be reimbursed, unless the schedule is critical and no other seats are available. The purchase of first class airline tickets must be approved in advance by the Vice President for Business and Finance.

## 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 Physical Facilities.

4.2.2 The traveler must possess a valid operator's license if operating a vehicle. The traveler is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties shall not be reimbursed.

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 Privately-Owned Vehicles

4.2.4.1 Privately-owned vehicles may be used for University travel with departmental approval when University owned or leased vehicles are unavailable. A privately-owned vehicle should not be used when reimbursement costs are expected to exceed the cost of commercial travel (air, rental car, etc.).

Reimbursement will be made at the prevailing rate per mile established by the State of West Virginia 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.

4.2.4.2 Receipts are not required for mileage reimbursement when using privately-owned vehicles.

### 4.2.5 Commercial Rental Vehicles

4.2.5.1 A commercial rental vehicle should only be used when a temporary need arises, a University vehicle is unavailable, and the cost will be less than the reimbursement associated with a privately owned vehicle.



Contact Physical Facilities for arrangements if the traveler is departing from the University.

The Purchasing Card and Team Travel Card are the only acceptable methods of payment when renting a vehicle.

Allowable reimbursement for commercial rental vehicles includes the actual cost for the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage fees and fuel costs. Reimbursement may be made for larger vehicles for group travel with multiple travelers. Exceptions to mid-size, standard, or smaller vehicle rentals must be approved in advance by the Vice President for Business and Finance.

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.

4.2.5.2 If 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.

4.2.5.3 Receipts or documentation is required for reimbursement of car rental and mileage charges or fees. Reimbursement may be made for actual fuel costs. Receipts must be attached. Travelers must return rental cars with a full tank of fuel. Refueling costs charged by rental car vendors are not reimbursable unless their fee is less than current fuel rates.

#### 4.2.6 Collision Damage Insurance (CDW)

4.2.6.1 The Purchasing Card provides CDW at no cost for rentals up to 31 days.

4.2.6.2 The Purchasing Card 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 eight (8) occupants.

4.2.6.3 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 Rail Service

4.2.7.1 Travelers should make advanced bookings through the 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.

4.2.7.2 Receipts or documentation is required for reimbursement of rail service expenses.

#### 4.2.8 Miscellaneous Ground Transportation

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

4.2.8.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized in this policy. If the Purchasing Card is used to make these payments, a receipt is required.

### **Section 5. Lodging**

#### 5.1 Reimbursement

5.1.1 Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Request for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem following travel may be granted subject to funding department approval.

5.1.2 Travelers shall secure the lowest rate available at a reasonably priced facility. Certain hotels and motels offer special reduced rates to state government employees. Sales tax is to be paid by traveler unless the lodging facility is located in the state of West Virginia and billed to the Purchasing Card or Team Travel Card.

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

- 5.1.4 The location of the lodging facility should be as convenient as possible to the place where business is being transacted. The meal per diem is based on the temporary duty location. If lodging is not available at the temporary duty location, the agency may authorize or approve the maximum per diem rate for the location where lodging is obtained.
- 5.1.5 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.
- 5.1.6 If an increase in the lodging charge is incurred, the change is reimbursable if the traveler is directed by their appropriate funding department to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the traveler's failure to notify the facility will be considered the personal expense of the traveler.
- 5.1.7 Under no circumstances should a hotel be booked through a third party vendor (i.e. Hotels.com, Travelocity, Expedia, etc). Third party vendors are unable to provide an invoice or folio for reimbursement and charge service fees that are not reimbursable.-

## 5.2 Receipts

- 5.2.1 Receipts are required for lodging reimbursement. An invoice or folio shall be the official document utilized for reimbursement to the traveler.
- 5.2.2 If accommodations are shared with other travelers their name(s) must be noted on the travel settlement.

## Section 6. Meals

- 6.1 Meal expense reimbursement is based on the temporary duty location and is not to exceed the maximum per diem established by the federal government. The cost of alcohol consumed with meals cannot be reimbursed with West Virginia State funds. If 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 Employees will be reimbursed the cost of meals when there is an overnight stay.
  - 6.2.1 Exceptions may be granted to the established rates when authorized by the funding department Vice President. If reimbursement is made in excess of federal government rates, receipts are required and the funding department Vice President must approve the expense.

- 6.3 Travelers may request meal allowances in advance of travel if traveling for three or more days.
- 6.4 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by the appropriate amount.

Current rates and an example of the per diem meal breakdown may be found at the State of West Virginia Travel Management Office's website at [www.state.wv.us/admin/purchase/travel](http://www.state.wv.us/admin/purchase/travel).

- 6.5 Meal and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site.
- 6.6 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75 percent of the federal government's 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.
- 6.7 Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay and 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.
- 6.8 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is considered a "reasonable" expense to incur for the situation.
  - 6.8.1 Travelers transporting or accompanying students or others entrusted to the University for their care or education, referred to as Guardian Travel, may be reimbursed for the cost of meals. Receipts (or the student signature form) per current guidelines are required.
  - 6.8.2 Employees in certain occasional overtime situations, at the direction of the funding department, may be reimbursed for their expenses. These cases must have the approval of the Vice President of Business and Finance. Departments should keep appropriate documentation on file.

## **Section 7. Registration Fees**

- 7.1 Fees or charges for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable. Reimbursement for registration fees at meetings or conferences is allowable and must be supported by a receipt. Employees

should verify acceptable payment methods with the conference prior to attending. Registration fees should be charged to the Purchasing Card or Team Travel Card.

- 7.2 Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement. Travelers are 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 funding department to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler to notify the event sponsor will be considered a personal expense.

## **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. The funding department may require any or all receipts at their option as a means of cost control.

A department may allow an employee to file a copied or faxed 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 Vice President of Business and Finance and the other must be a Purchasing 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 storage between appointments and between hotels and meeting places;
- b. Tolls, garage and parking fees - excluding valet parking for personal convenience;
- c. 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; (4) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges; and (5) charges related to internet connections.
- d. Currency conversion;
- e. Guides, interpreters and visa fees; and
- f. Laundry and dry cleaning when an employee is in travel status in excess of three days without returning home.

- 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) and personal flight, baggage or travel insurance. Exceptions must be approved by the funding department Vice President.
- 8.3 Expenses for the consumption of alcohol will not be reimbursed with West Virginia State funds. The President has been directed to spend a large portion of his time on fundraising activities, as such, the President's hospitality related costs and other miscellaneous charges will be reviewed by the Assistant Vice President for Business and Finance, the Director of Purchasing and the Chief of Staff, Special Assistant to the President to determine the appropriate funding source (West Virginia State University, West Virginia State University R & D Corporation or West Virginia State University Foundation) for these costs.
- 8.4 Employees 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.

#### **Section 9. Form of Payment for Business Travel – Purchasing Card**

- 9.1 Travelers must use the Purchasing Card issued by the state of West Virginia for approved business related travel expenses. No personal purchases are permitted.
- 9.2 Travel expenses shall not include food expenses or any personal expenses on hotel folios. Proper documentation must be provided for any billing (i.e. hotel folios) relating to multiple travelers.
- 9.3 Except where otherwise exempted by statute, policy, or waiver from the State Auditor's Office Purchasing Card Division, the Purchasing Card may not be used to obtain cash, cash credits, or cash advances.

#### **Section 10. Reimbursement Forms**

- 10.1 Travelers must use the Travel Settlement Form to reconcile all travel related expenses.

#### **Section 11. Other Provisions**

- 11.1 In accordance with West Virginia Code § 6B-2-5(2), employees may use bonus points acquired through frequent traveler programs while traveling on official government business, as long as the employee's participation in the program does not result in an additional cost to the state.

## **Section 12. Exceptions**

- 12.1 Any exceptions to this policy must be documented in writing and approved by the Vice President of Business and Finance.

## STUDENT GROUPS AND TEAM TRAVEL SETTLEMENTS

### **Purpose:**

To detail procedures of accounting for guardian, student groups and team travel expenses. Guardian travel is defined as travelers transporting or accompanying students or others entrusted to the University for their care or education.

### **Procedures:**

West Virginia State University's procedures are to properly process all expense settlements for travel according to the Student Groups and Team Travel Procedure Manual. Staff members involved in making travel arrangements must strive to negotiate agreements which are in the best interest of the University.

### **Responsibilities:**

1. Guardian, Travel Coordinator, Coaches, Athletic Department Staff:
  - a. Apply for a Team Travel Card or Purchasing Card, if applicable, from the Purchasing Office.
  - b. Prepare a Travel Authorization Form for each trip for supervisor approval.
  - c. Prepare Travel Expense Forms to be submitted to supervisor for approval.
  - d. Include travel lists, rooming list and meal list with all Travel Settlements.
  - e. Provide Purchasing Office with original paid receipts or certified faxes, log sheets and bank statements for all expenses after receipt of the monthly Team Travel Card or Purchasing Card statement.
  - f. Log sheets (which include supporting documentation) are signed off by the Coach, Athletic Director and area Vice President and/or President indicating independent review of the student group's or team's activity.
  - g. Settle student group or team card cash advances with the Purchasing Office via the Cash Advance Settlement Form within 10 days of the end of travel. Any cash advances remaining after the trip should be remitted by check (cash is not the preferred method). Cash remaining from trips should be deposited within 24 hours at the Cashier's Office. If after hours/weekends, cash should be secured and not left in University offices. These funds are the responsibility of the guardian or team travel coordinator.
2. Purchasing/Accounts Payable Office
  - a. Audit by verifying receipts against the Team Travel Card or Purchasing Card statements and process all Travel Settlements.



### **Other Information:**

1. Use the state Travel Settlement Form referenced above.
2. All air travel will be charged to your Team Travel Card (or selected staff member's Purchasing Card when appropriate or necessary) and should be included on your settlement. National Travel has the state contract and is the preferred vendor. You can go online to National Travel ([www.nationaltravel.com](http://www.nationaltravel.com)) to get a quote or call 1-800-557-0842. An original itinerary must be included with your settlement.
3. You must have receipts for all expenditures. If receipts are lost duplicates should be requested. If duplicates cannot be obtained personal payment is required. Lost receipts cannot be claimed through the state.
4. You must obtain a hotel bill upon checking out. This receipt must show each day's charges as well as payment. The hotel bill should have a -0- balance or show amount charged to a credit card. The hotel charges must be broken down by day. Use your cell phone for long distance calls. Long distance calls should not be charged to the room. All incidentals should be paid prior to check out.
5. All vehicle rentals require original receipts or certified faxes and proof of payment.
6. ALL RECEIPTS MUST BE ORIGINALS or certified copies or faxes.
7. Tape all receipts to blank paper. **Do not tape over information.**
8. Team Travel Cards or Purchasing Cards of coaches will be suspended during their off seasons.

### **Vehicle Rental**

Enterprise has a state contract as a vendor. For rental when leaving from campus, contact Physical Facilities for them to secure the reservation. For rentals while traveling, rentals can be made online or you can call 1-800-Rent-A-Car. Please contact the Purchasing Office for instructions, corporate numbers and passwords for online vehicle rentals.

Other vendors can be used.

Avis -1-800-331-1212

Budget 1-800-455-2848

Hertz 1-800-654-3001

National 1-800-227-7368

### **Airfare**

National Travel

1-800-557-0842 [www.nationaltravel.com](http://www.nationaltravel.com)

## **STUDENT GROUP AND TEAM TRAVEL AUTHORIZATIONS**

Student group and team travel authorizations for the entire season should be submitted to your supervisor for approval a minimum of two weeks in advance of the first travel contest.

### **STUDENT GROUP AND ATHLETIC TEAM TRAVEL PROCEDURES**

1. Each guardian or head coach is responsible for setting standards (dress, conduct, curfews, free time activities, etc.) during student group or team travel. While on student group or team travel, students and student-athletes must be accompanied by the guardian or a member of the coaching staff or other staff members. Any exceptions to these procedures must be approved in writing by the President, area Vice President, Athletic Director or the designated Sport Administrator.
2. Each Vice President or Sport Administrator is responsible for approving who is permitted to travel with the student group or team. The official travel party may include students, student-athletes, student managers, academic advisors, essential personnel (employees), volunteers and invited guests. Invited guest expenses will not be provided by University funds.
3. It is the responsibility of each guardian or head coach to verify the eligibility of each student or student-athlete prior to the student group or team departing the University. Only student-athletes who have been certified for competition by the Registrar, the Compliance Coordinator and the Faculty Athletic Representative (FAR) are permitted to travel.
4. All members of an official travel party are required to act and be responsible for their actions and to comply with all of the local, state and federal alcohol laws within the state they are traveling. Alcohol is not permitted to be purchased by any member of the travel party while on a University related trip. Guardians and coaches are responsible for the supervision of student/athletes. Failure to do so may result in arrest and prosecution, as well as suspension and/or termination from employment at the University.
  - a. Department of Athletics staff members and coaches who are required to attend donor related hospitality events while on team travel should use reasonable judgment and act responsibly regarding the use of alcohol.
  - b. The consumption of alcohol by any member of the official travel party (including students, student-athletes, coaches, institutional staff members, band, cheerleaders or dance teams) while on student group or team travel is prohibited, except as noted above.

- c. The consumption of controlled substances by any member of the official travel party (including students, student-athletes, coaches, institutional staff members, band, cheerleaders or dance teams) is not permitted while on student group or team travel.
- d. The consumption of tobacco (smokeless or otherwise) by any member of the official travel party (including students, student-athletes, coaches, institutional staff members, band, cheerleaders or dance teams) is not permitted in vehicles transporting University students or athletic teams.
- e. Once on site, it is the responsibility of each guardian or coach to enforce rules related to the use of alcohol for all students or student-athletes.

### **TEAM MODE OF TRANSPORTATION**

All transportation for the Department of Athletics will be coordinated and/or approved by the respective sport administrator in conjunction with the Athletic Office and the Compliance Office.

### **STUDENT GROUPS AND TEAM MEALS**

Each student-athlete will receive team meals arranged by the head coach or travel coordinator. Coaches should consider team travel budgets, nutritional needs of the student-athletes and travel logistics when providing meals.

Guardians, coaches or the travel coordinator traveling with a particular student group or team will be responsible for arranging meals for the student group or team members.

### **LODGING**

It is the goal of the University that all student groups or teams travel comfortably and equitably. When coordinating student groups or team travel, guardians or coaches must ensure that accommodations are located in safe areas and use good judgment in regard to hotel location and rates with safety being the primary consideration. Rooming lists should be submitted with travel settlements.

**ALL EXCEPTIONS TO THE STUDENT GROUP AND TEAM TRAVEL PROCEDURES MUST BE APPROVED BY THE APPROPRIATE VICE PRESIDENT OR SPORT ADMINISTRATOR.**

**WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

**West Virginia State University**

**PROPOSED BOG Policy #60 (DRAFT)**

**Title: Fixed Asset Inventory Policy**

**Section 1. General**

1.1 Scope: The purpose of inventory and inventory management is to track and account for the monies spent for equipment and furnishings so as to protect the assets of the institution.

1.2 Authority: West Virginia Codes §18B-1-6

1.3 Adopted Date:

1.4 Effective Date:

**Section 2. Fixed Asset Inventory Record**

2.1 In order to maintain a complete, composite and up-to-date fixed asset inventory record, West Virginia State University will account for all equipment and furnishings with a value at the time of purchase of \$5,000 or more per unit.

**Section 3. Inventory Audit**

3.1 The Purchasing Director shall perform or provide for an institution-wide audit and inventory of the institution's assets on a schedule consistent with generally accepted accounting standards and as prescribed by law or regulation, when applicable.