

9.08 Other Travel Expenses

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9.08.01 Registration Fees

State law allows reimbursement of the actual amount of convention registration fees when substantiated by a valid receipt or invoice. [G.S. 138-6(a)(4)]

Registration fees are paid by using the Check Request form available at:
http://www.wcu.edu/WebFiles/Excel/controller_Banner_checktemp_000.xls .

9.08.02 Parking, Storage Fees, and Tolls

Parking expenses are reimbursable while in the course of conducting official State business as long as such expenses are determined reasonable and clearly show that there was care taken to keep the costs to the State as low as possible. Any parking rates considered excessive and only for the convenience of the traveler will not be reimbursable. An example of excessive or inappropriate parking would be the use of an airport's hourly parking lot for an overnight trip. Receipts are required for the reimbursement of parking fees. Storage fees and tolls are also reimbursable when the required receipts are obtained.

9.08.03 Telephone Calls

- Long Distance - Employees are not allowed to charge long distance telephone calls of a personal nature to the University, **except as stated below**. All long distance calls which are to be paid by the University must be made pursuant to the employee conducting official University business.
- Reimbursement - Business phone calls are reimbursable under "Other Expenses". Individual calls over **\$5.00** must be identified as to point of origin and destination.
- Allowable Personal Calls - An employee who is in travel status for two or more consecutive in a week is allowed one personal long distance telephone call for each two nights. Reimbursement to the employee may not exceed **\$3.00 for each in-state call** or **\$5.00 for each out-of-state call**. Documentation is required for reimbursement.
- Employee Emergency Calls – Employees may use the State network system, state credit card, or may be reimbursed for a personal long distance call(s) if such call(s) is/are of an emergency nature as determined by the employee's supervisor. An example is a call made when an employee calls home to inform someone that the travel period has been extended beyond original plans due to unforeseen reasons.
- Mobile Telephones - Because mobile telephone charges (cellular and digital) are based on measured use, no personal calls should be made on state-owned mobile telephones

except in case of emergency as determined by the employee's supervisor. Mobile telephone calls to conduct official state business should only be used when more economical means of telephoning are not reasonably available.

- If an employee uses his/her personal mobile telephone in conducting state business, the employee can be eligible for reimbursement when more economical means of telephoning are not reasonably available. In order to receive reimbursement, the employee must indicate on his/her telephone bill the reimbursable calls, the individuals called, and the nature of calls and submit the telephone bill to their supervisor for approval. If the supervisor approves the calls as State business related, the agency will reimburse the actual billed cost of the call.
- Use of Telephone with Computer Hook-ups - Employees traveling on official State business who need to transmit data electronically (including email) or use the internet for State business purposes should use the most efficient manner available, including services available through the State's Information Technology Services (ITS) access.
- Exceptions – Any exception to the rules and regulations as stated in Section 8 C and in Section 5.10 of the State Budget Manual, except those expressly delegated, must be approved in advance by the Office of State Budget and Management.

9.08.04 Tips and Gratuities

Reimbursable gratuity or tips must be considered reasonable for items that are not already covered under subsistence. Excessive tips will not be reimbursed. A reasonable tip would be one that a prudent person would give if traveling or conducting personal business and expending personal funds.

For further guidance, the following information is provided when calculating a tip:

- Airports: Baggage Handling/Skycaps = no more than \$2 per bag
- Shuttle Drivers = no more than \$2 per bag
- Parking/Auto Related: Valets = \$2 per car when collecting the car
- Taxi Drivers = 15% of the fare and \$1 - \$2 a bag.

9.08.05 Passports

Reimbursement for cost incurred in obtaining or renewing a passport may be made to an employee who, in the regular course of his duties, is required to travel overseas in the furtherance of official state business. Passport expenses are chargeable to the same fund that supports the employee's trip.

9.08.06 Fees and Service Charges of Travel Agents

With sufficient justification and documentation, state employees can be reimbursed for usual, customary, and reasonable fees and services charges imposed by travel agents for assistance in making travel arrangements. Travel agent fees and service charges exceeding \$100 require approval of the appropriate Vice Chancellor.