

West Virginia University at Parkersburg Board of Governors

POLICY E-04 TRAVEL

Section 1. General

1.1 Scope:

- 1.1.1 This rule implements the rules and regulations concerning management of in-state, out-of-state and international travel, hereinafter referred to as "travel," and for reimbursement of expenses to employees, members of the West Virginia University at Parkersburg Board of Governors, hereinafter referred to as the "Governing Board," and other non-employees traveling on behalf of the Governing Board or the institutions.
- 1.1.2 Consultants and contractors are not required to use these rules and regulations, at the institution's option. All consultant and contractor travel should be included as part of the consulting/contractor fee agreement.
- 1.1.3 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this rule shall govern such reimbursement.

1.2 Authority: West Virginia Code [§12-3-11](#); WVCCTCE Title 135, [Series 29](#)

1.3 Effective Date: September 24, 2018 (Replaces version dated July 1, 2003 as transferred from WVU Board of Governors on July 1, 2008.)

1.4 According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all the requirements of this rule.

1.5 Definitions

- 1.5.1 "Duty Station" is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.
- 1.5.2 "E-Travel System" means the electronic tool approved for planning, authorizing and submitting reimbursement requests for business-related travel expenses.
- 1.5.3 "Purchasing Card" means the payment account issued by the financial institution and administered by the State Auditor to make payment for transactions.
- 1.5.4 "Rules" means these Travel Rules.
- 1.5.5 "Spending Unit" means a department, agency, board or institution of state government for which an appropriation is requested, to which an appropriation is made by the West Virginia Legislature, or which files an expenditure schedule with the State Budget Office.

- 1.5.6 "Spending Unit Officer" means a person with authority to approve Travel Authorization and Travel Expense Account Settlement Forms.
- 1.5.7 "State" means the State of West Virginia and any Spending Unit.
- 1.5.8 "Third Party Booking" means using an internet travel site such as Expedia, Travelocity, Orbitz, Kayak, Hotels.com and the like, where a Traveler may research and book travel reservations.
- 1.5.9 "TMO means the State of West Virginia Travel Management Office.
- 1.5.10 "Travel Authorization" means the form/format approved by the TMO that is to be used for approving travel under these Rules whether in an electronic travel management solution or on paper.
- 1.5.11 "Travel Expense Report" means the form/format approved by the TMO that is to be used for settling all travel related expenses incurred pursuant to these Rules, whether in an electronic travel management solution or on paper.
- 1.5.12 "Traveler" means a State of West Virginia officer, board member, employee, consultant, contractor and anyone authorized to be reimbursed travel expenses by or on behalf of the State.
- 1.15.13 "Travel Status" is defined as the authorized period of travel time away from the official workstation commencing with the time of departure and ending with the time of return.

Section 2. Provisions Applicable Only to the Board of Governors.

- 2.1 The Governing Board may authorize payment for the traveling expenses incurred by any person, and her or his spouse when appropriate, who is invited to visit the campus, or any other facility under the control of the Board, to be interviewed concerning her or his possible employment by the Board or agent thereof. Authorization for such payment shall be given by the president, and/or other administrative head of the institution, or their duly authorized designee(s).
- 2.2 The Governing Board may authorize payment of: (1) all or part of the reasonable expenses incurred by a person newly employed by the Board, in moving such employee's household furniture, effects and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by an employee of the Board in moving her or his household furniture, effects and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to and in the best interest of the Governing Board; provided, that no part of the moving expenses of any one such employee shall be paid more frequently than once in twelve months. Authorization for such payment shall be given by the president, and/or other administrative head of the institution, or their duly authorized designee(s).

Section 3. Delegation of Authority and Responsibilities

- 3.1 Authority to manage, approve or disapprove travel and travel related expenses is delegated exclusively to the President. Such delegated authority may also be revoked by the Governing Board.
- 3.2 The President may also delegate authority to others within the institution-to act as her or his designee(s) for authorizing and approving travel and travel related expenses as may be required. All such authorizations and approvals shall be made in accordance with the provisions of this rule.
- 3.3 Travel may be authorized only for official business and only if the institution has the financial resources to reimburse the traveler for travel expenses.

- 3.4 Travel expenses will be reimbursed for legitimate and reasonable expenses considered necessary for the proper conduct of institution business in accordance with these Rules.
- 3.5 The President or designee may develop administrative policies and procedures for the institution, consistent with this rule, to provide additional guidance to employees and others traveling on behalf of the institution.
- 3.6 A Traveler is considered in "travel status" when he or she is traveling on behalf of the institution, which includes leaving his/her assigned official work location to perform duties at other locations.
- 3.7 The responsibility to audit a traveler's expense account settlement lies with the institution. Approval of a traveler's expense account settlement by the institution means that the expense settlement meets all criteria established by this rule for reimbursement. The institution shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.

Section 4. Travel Regulations Applicable to All Employees, Board Members, and Non-Employees

- 4.1 Employees
 - 4.1.1 Approval to travel shall be secured in advance by the employee in accordance with this rule and, if applicable, the administrative policies and procedures of the institution. Under no circumstances should an employee travel without proper approval of the President or designee(s).
 - 4.1.2 Employees are responsible for submitting for reimbursement a travel expense account settlement form, with all required attachments, to her or his institution within a reasonable amount of time after the last day of the approved travel, as defined by the institution, in order to qualify for reimbursement of expenses or for payment.
- 4.2 Members of the Governing Board
 - 4.2.1 This rule shall govern reimbursement of travel expenses to members of the Governing Board when a Board member requests reimbursement for such expenses from the Governing Board.

Section 5. Reimbursement

- 5.1 Reimbursement of travel expenses incurred by consultants, contractors, and non-employees shall be made in accordance with these Rules, unless otherwise specified in the purchase order or contract with the State.
- 5.2 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in these Rules; otherwise, these Rules shall govern the reimbursement.
- 5.3 Travel Expense Reports must be completed by the Traveler and have all required receipts and forms attached before submitting to the institution.
- 5.4 The institution is responsible for auditing Travel Expense Reports. Approval of a Travel Expense Report by a responsible official is required to certify the Report meets all criteria established by these Rules.

- 5.5 Itemized receipts are required for all expenses, except for meal per diem, unless otherwise specifically addressed in these Rules.
- 5.6 When a receipt is required, the receipt must be the valid, itemized receipt issued by the vendor or service provider documenting the transaction.

Section 6. Transportation

6.1 Air Transportation

6.1.1 Commercial Airlines

- 6.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual expense or cost of the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in lower fare. Travelers may not specify a particular airline in order to accumulate mileage or promotional plans, such as frequent flyer programs, if it results in a higher airfare.
- 6.1.1.2 Travelers must make advance bookings through a contracted travel service vendor or as otherwise approved by the institution to secure the least expensive airfare possible. Reimbursement may be made to the traveler in advance for airfare purchased up to 180 days before the trip begins.
- 6.1.1.3 In order to receive reimbursement, the traveler must submit the "passenger coupon", E-Ticket Receipts or certified copy from the commercial airline ticket. If airfare is reimbursed prior to the trip, it must be referenced on the traveler's final expense account settlement. Refundable or unused airline tickets shall be returned immediately.
- 6.1.1.4 Electronic tickets (E-tickets) are the industry standard and are issued automatically unless a paper ticket is specifically requested by the Traveler. Costs for obtaining paper tickets are not reimbursable. E-tickets are sufficient for traveling and reimbursement.
- 6.1.1.5 Commercial airline tickets may be direct billed to the institution and paid in advance via purchase card.
- 6.1.1.6 If a change in the cost of airfare is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his 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.
- 6.1.1.7 Travelers may not deliberately cause increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage, or similar benefits is prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions, is also prohibited.
- 6.1.1.8 The travel agency should be notified immediately if airline tickets are unused or refundable for proper credit or refund.

- 6.2 Use of Aircraft Owned and Managed by the Department of Administration and Other State Agencies, Chartered Aircraft Service, and Privately Owned Aircraft.

- 6.2.1 For use of aircraft owned and managed by the Department of Administration and other agencies not under the jurisdiction of the Governing Board, the traveler shall follow the rules and regulations of such agencies in scheduling, making reservations, utilizing, and making payment to these agencies for use of their aircraft.
 - 6.2.2 If authorized by the President or designee(s), chartered aircraft service and privately owned aircraft may be used by the traveler if it will result in the lowest airfare, and if it is approved in advance by the appropriate institutional officer. Direct billing may be used to pay for such service and aircraft use. A competitively bid charter service contract, if available, may be used, as appropriate.
- 6.3 Ground Transportation
- 6.3.1 Generally
 - 6.3.1.1 A traveler may use a privately owned, state-owned, or a commercial rental vehicle for ground transportation.
 - 6.3.1.2 A traveler must possess a valid operator's license to drive a vehicle while traveling on behalf of the institution.
 - 6.3.1.3 The traveler is responsible for following all applicable laws and requirements while driving and for any fines and/or penalties resulting from citations, changes or warrants attributable to the operator. Such fines and/or penalties are not reimbursable expenses.
 - 6.3.1.4 When a traveler requests to drive his or her personal vehicle rather than fly for business, reimbursement shall be based on actual in-transit expenses (mileage and other costs incurred while in-transit, such as lodging, meals, parking, etc. not to exceed the least expensive logical commercial airline cost plus local transportation to and from the airport and parking (where required).
 - 6.3.1.5 Travel between the place of residence and the official workstation is not reimbursable. A manager may deem that the point of travel may start from the employee's place of residence rather than the workstation when the miles from the place of residence to the destination would be less than the miles from the workstation to the destination.
 - 6.4.1 Privately-Owned Vehicles
 - 6.4.1.1 Privately-owned vehicles may be used for state travel with institution approval when institution owned or leased vehicles are unavailable. A privately owned vehicle should not be used when reimbursement is expected to exceed \$50 per day or when mileage is expected to cost more than the cost of commercial carrier.
 - 6.4.1.2 Mileage allowance for privately owned vehicles engaged in institution business will be based on the IRS reimbursement rate in effect at the time of the travel, not to exceed \$50 per day. The rate covers all operating costs such as fuel, maintenance, insurance, etc., and no additional reimbursement will be made for such expenses.
 - 6.4.5 The mileage allowance will be based on the shortest practical route to and from the destination.

- 6.4.5.1 Travel for which mileage is claimed shall normally begin and end at the traveler's official work location.
 - 6.4.5.2 Travel commencing before or after the work day for which mileage is claimed shall begin and end at the traveler's official work location or the traveler's home, whichever is closer to the destination.
- 6.5 Receipts are not required for mileage reimbursement when using privately owned vehicles.
- 6.6 Insurance
 - 6.6.1 Owner's personal insurance will be primary for liability insurance coverage. Owner should contact their automobile insurer to discuss coverage available/required when using their own vehicle on institution business.
 - 6.6.2 The Institutions' insurer, BRIM (Board of Risk & Insurance Management), will provide excess liability coverage for additional protection to the traveler using their personal vehicle in the course of institution business. Being excess, BRIM's coverage will only be available after the vehicle owner's coverage is exhausted.
 - 6.6.3 BRIM does not provide coverage that will pay for damage to a personal automobile regardless of the cause. Further, BRIM will not pay owner's physical damage deductible.
- 6.7 State-Owned Vehicles
 - 6.7.1 A traveler desiring to use a state-owned vehicle may reserve a vehicle by contacting the college's Business Office or by completing an online request form.
 - 6.7.2 Expenses, such as gasoline, parking and tolls, not chargeable to the vehicle's gas card are reimbursable upon the traveler providing a valid itemized receipt and approved expense reimbursement form.
- 6.8 Commercial Rental Vehicles
 - 6.8.1 A commercial rental vehicle should only be used when a temporary need arises, a state vehicle is unavailable and the cost will be less the reimbursement associated with a privately owned vehicle. Only the traveler renting the commercial vehicle is permitted to operate the vehicle. If institution employees are traveling together, it must be noted on the rental agreement if they will operate the vehicle.
 - 6.8.2 The Purchasing Card is the only acceptable method of payment when renting a vehicle. Reimbursement for rentals made outside of the statewide car rental contract requires authorization from the TMO.
 - 6.8.3 Travelers must use the State contract for car rental services, unless the State contracts for car rental services do not have:
 - a. a location in the specific area,
 - b. the type of vehicle needed, or
 - c. the vehicle for the duration needed.

If the State contract is not used, then the Traveler must note the reason on the Travel Expense Report.

- 6.8.4 For travel of more than a few days in duration, weekly rental rates may be reimbursed if they result in lower total costs than the daily rate.
 - 6.8.5 Reimbursement for commercial rental vehicles will be made at actual cost for the daily rental charge for a mid-size or smaller vehicle, plus mileage fees and fuel costs.
 - 6.8.6 Reimbursement may be made for full-size vehicle if more than three (3) people are traveling together on business and for larger vehicles if a group of five (5) or more is traveling together.
 - 6.8.7 Larger vehicles may be rented when situation warrant (i.e. negotiating rough terrain, transporting large groups of people or equipment or other extenuating circumstances) as approved by the Institution.
- 6.9 Collision Damage Insurance (CDW)
- 6.9.1 The State contract(s) for car rental services may provide CDW insurance for some vehicles that are excluded by the Purchasing Card.
 - 6.9.2 The Purchasing Card provides CDW coverage at no cost for rentals up to 31 days.
 - 6.9.3 No other insurance or insurance-like product is reimbursable for rental vehicles 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.
 - 6.9.9 The Purchasing Card 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.
 - 6.9.10 A receipt or documentation is required for reimbursement of vehicle rental and mileage charges or fees.
 - 6.9.11 Reimbursement may be made for actual fuel costs, supported by valid itemized receipts.
 - 6.9.12 Vehicles should be returned to the rental agency with a full tank of fuel. Unless rental location provides gas at a lower rate, documentation required.
- 6.10 Rail Service:
- 6.10.1 Travelers shall make advance bookings for all rail service through the Statewide Contract for Travel Services, using the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.
 - 6.10.2 The cost of rail service should be paid by a Purchasing Card.
- 6.11 Other Ground Transportation:
- 6.11.1 When courtesy transportation is provided by a hotel, motel or other service facility, the traveler is encouraged to use such service.

- 6.11.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized by the TMO.

Section 7. Lodging

- 7.1 Lodging for a Traveler is reimbursable where the distance is more than fifty (50) miles from his or her official work location or home, whichever is the shorter distance, and an overnight stay is required.
- 7.2 Travelers should use the E-Travel system to secure the lowest rate available at a reasonably priced facility. Most hotels and motels offer special reduced rates to Travelers, which are stored in the system.
- 7.2.1 Travelers shall not book lodging through a Third Party booking vendor. Third party vendors are unable to provide an itemized invoice or folio for reimbursement and may charge services fees that are not reimbursable.
- 7.3 Lodging may be direct billed; however, the traveler must attach a copy of the lodging invoice or other proof of lodging to the traveler's final expense account settlement.
- 7.4 The lodging facility location should be as convenient as possible to the location where business is being conducted.
- 7.5 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 per diem following travel may be granted subject to Institution approval.
- 7.6 Sales tax is to be paid if the lodging facility is located outside the State of West Virginia. When using the Purchasing Card for travel, purchases made with this card for in-state travel are exempt from any form of taxation.
- 7.7 If more than one traveler shares a room, one of the travelers may claim the total charge at the rate charged for the number of persons in one room: each traveler will need to be reference on the other Travel Expense Account Settlement Forms. They may also request the total charge be split between them accordingly and each issued their own separate folio or receipt.
- 7.8 Receipts are required for lodging reimbursement. A valid, itemized invoice or folio shall be the official document utilized for reimbursement to the traveler.
- 7.9 If an increase in lodging charge is incurred due to the traveler being directed by an Institution official to change travel plans or due to extenuating circumstances arising beyond the control of the traveler, then the increase is reimbursable. Increased charges incurred due to the traveler's failure to notify the lodging facility are the personal expense of the traveler and are not reimbursable.

Section 8. Meals and Per Diems

- 8.1 Meal expense reimbursement is limited to actual expenses for food, service and gratuities, not to exceed the Authorized Daily Rates (ADR) as established by the General Services Administration (GSA) for the temporary duty station. Specifically excluded are alcoholic beverages and entertainment expenses. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge." Receipts are not required for meal reimbursement unless traveler is engaged in guardian travel.

- 8.2 Meal and incidental rates differ by travel location; incidentals are included in the meal per diem and are therefore not separately reimbursable. 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; and mailing costs associated with filing travel vouchers.
- 8.3 Adjustment to Per Diem Rates
- 8.3.1 Exceptions may be granted to per diem rates in situations when authorized by the President. When expenses are approved in excess of per diem rates, itemized receipts are required for the meal and incidental expenses for the entire day.
- 8.3.2 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% 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.
- 8.3.3 A meal provided by a common carrier or as a complimentary meal provided by hotel/motel does not reduce the maximum per diem rate.
- 8.4 When meals are provided for a traveler, the traveler's maximum daily rate shall be reduced by an appropriate amount in accordance with the institution's policies and procedures.
- 8.5 Meal expense reimbursement for single day travel (when there is not an overnight stay) is not allowed.
- 8.6 The following qualifications for extraordinary meal expense reimbursement require the exercise of good judgment in determining what is a "reasonable" expense to incur for the situation.
- 8.6.1 Guardian Travel: Travelers transporting or accompanying clients, patients, students or others entrusted to an institution for their care, education or placement, shall be reimbursed the actual cost of meals up to the maximum daily rate for each person. Receipts are required; or in lieu of receipts for students, a student signature form, in accordance with the Auditor's current guidelines, may be provided.
- 8.6.2 Board Members: For a single day travel (where there is not an overnight stay), in conjunction with the performance of their official duties, Board members may be reimbursed the actual meal expenses incurred not to exceed the maximum daily rate. Receipts are not required.

Section 9. Registration Fees

- 9.1 Registration fees and event-related materials for meetings, conferences, seminars, and/or workshops are reimbursable expenses to the traveler. Registration fees may also be direct billed to the institution when feasible. Advance payment of registration fees is permitted if required or if doing so results in a savings to the institution.
- 9.2 Receipts are required for reimbursement. The receipt/documentation provided by the event sponsor shall be sufficient for reimbursement. E-mailed receipt/documentation is acceptable.
- 9.3 Travelers are to adjust meal reimbursement (per diem) requests for meals included with the registration fee.
- 9.4 Travelers should verify acceptable payment methods with the event sponsor prior to attending. Registration fees should be charged on a Purchasing Card when possible.

- 9.5 If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed by the appropriate institutional officer to change her or his travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense to the traveler.

Section 10. Other Expenses

- 10.1 Travelers may incur other business related expenses for which reimbursement may be made if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The spending officer may require any or all receipts at their option as means of cost control. Such expenses and reimbursement may include, but are not limited to:
- a. Baggage handling and gratuities when using public transportation or conveniences (i.e., taxi, limousine, air porter services, or airport/rail curbside check-in), or when using a lodging facility that has portage (i.e., "bell person") services rather than a facility where the traveler is expected to carry her or his own luggage;
 - b. Baggage storage between appointments, and between hotels and meeting places;
 - c. Tolls, garage and parking fees, including gratuities;
 - d. Communication expenses such as: (1) local calls which may include a surcharge; (2) long distance calls which may include toll charges and surcharges; (3) surcharges for long distance calls when the toll charges are direct billed; (4) cellular telephone charges; and (5) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.
 - e. Currency conversion;
 - f. Guides, interpreters, and visa fees; and
 - g. Laundry and dry cleaning when an employee is in travel status in excess of seven days without returning home.
- 10.2 Valet charges will only be reimbursed where self-parking is not available or where self-parking costs more than valet parking.
- 10.3 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 institution), interest on late payment of individually held credit cards, laundry fees, and personal flight or baggage insurance. Exceptions may be approved by the President or designee.
- 10.4 Persons 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.
- 10.5 When a non-employee accompanies a Traveler on official business, the Institution shall in no way be responsible or liable for any expenses, actions or inaction of the non-employee whatsoever.

Section 11. Purchasing Card

- 11.1 Travelers must use the State of West Virginia Purchasing card for approved business related travel expenses whenever it is accepted. The Purchasing Card shall not be used for personal expenses.
- 11.2 Personal expenses, including food charges, shall not be charged to hotel folios when a Purchasing Card is used.
- 11.3 Travelers may request cash advances for meals and expenses that cannot be charged to a Purchasing Card.
- 11.4 Direct Billing: Direct billing may be authorized by the appropriate institutional representative in accordance with the institution's policies and procedures. The traveler is responsible for attaching to her/his final expense account settlement copies of receipts, invoices, documentation, etc. for any direct-billed fee.

Section 12. Reimbursement Forms

- 12.1 The form(s) used for reimbursement of travel expenses shall be consistent with those authorized by the WV Department of Administration Travel Management Office and the WV State Auditor's Office.
- 12.2 Any institution employee seeking approval or reimbursement for travel expenses must use the institution's expense reimbursement form to request a reimbursement.
- 12.3 Any non-employee seeking approval or reimbursement for travel expenses must use the institution's expense reimbursement form to submit the request according to this policy. The form must contain the traveler's original signature, preferably in blue ink.
 - 12.3.1 Any invoice or receipt requiring original certification may be certified by the non-employee traveler and the Institution's Executive Vice President of Finance & Administration or designee, or as determined by the State Auditor in emergencies.

Section 13. Restrictions, Exceptions or Waivers

- 13.1 According to the West Virginia Ethics Commission, frequent flier miles, hotel bonus points or other travel incentives resulting from official business travel may be used only for future official travel.
- 13.2 The institution's President or President's designee has the right to establish procedures that are more restrictive than any provision of these Rules.
- 13.3 Travel Expense Reports for which an exception, waiver or deviation from these Rules has been granted or made by the President or President's designee shall be processed separately from those reports without exceptions, waivers or deviations. The need for specialized audit review may result in longer processing times.