

FILED

SECRETARY OF STATE

JAN 25 2 20 PM '95

Subject: Rules and Regulations Establishing Procedures for In-State And Out-of-State Travel by Employees of the Secretary of State.

Section 1. General

1.1 Scope:

These regulations establish general operating procedures; for out-of-state and in-state travel by employees of the Secretary of State.

1.2 Authority:

These regulations are promulgated and issued under authority of Chapter 12, Section 11, of the West Virginia Code, 1931, as amended.

1.3 Filing Date: Jan. 25, 1995

1.4 Effective Date: Feb 1, 1995

Section 2. In-State Travel

2.1

In-state travel cost will be reimbursed only for travel necessary for the proper conduct of the State's business.

Section 3. Filing Claims for Reimbursement After Returning From In-State Trips

3.1

An actual itemized expense account must be filed on the provided green travel form, along with travel, hotel and allowable expense receipts.

3.2

Daily allowances for in-state travel shall be subject to:

- (a) Meals: Reimbursement will be made for the actual cost of meals while absent from official station, with a maximum of twenty-six dollars (\$26.00) per day for travel within the State of West Virginia but outside the city limits of the home station.
- (b) Transportation: Reimbursement will be made for the actual cost of bus, rail, or air travel. Reimbursement for travel in privately owned vehicles will be governed by Section 5 of these regulations.
- (c) Lodging: Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bill for lodging. No reimbursement will be made for hotel charges for radio, television, laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount.
- (d) Registration Fees: Registration fees at meetings or conferences must be supported by an original receipt.
- (e) Tips and Gratuities: Tips or gratuities shall not exceed fifteen (15) percent of the cost of allowable hotel charges and meals.
- (f) Baggage: Necessary charges for additional baggage transportation charges shall be reimbursed, as shall actual cost incurred.

**Section 4. Filing Claims for Reimbursement After
Returning From Out-of-State Trips**

4.1

An actual itemized expense account must be filed on the provided yellow travel form, along with travel, hotel and other allowable expense receipts (air travel stubs or receipts, where applicable, must be attached to your expense account).

4.2

- (a) **Meals:** Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of forty dollars (\$40.00) per day.
- (b) **Transportation:** Reimbursement will be made for actual cost of bus, rail or air travel. Reimbursement for travel in privately owned vehicles will be governed by Section 5 of these regulations provided, that such reimbursement shall not exceed the cost of an air coach fare round-trip ticket to and from the site of travel.
- (c) **Lodging:** Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, television, laundry and valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount.
- (d) **Registration Fees:** Registration fees at meeting or conferences must be supported by a receipt.
- (e) **Tips and gratuities:** Tips or gratuities shall not exceed fifteen (15) percent of the cost of allowable hotel charges and meals.

- (f) Baggage: necessary charges for additional baggage transportation charges shall be reimbursed as actual costs incurred in the transfer and storage of luggage.

Section 5. Use of Privately Owned Vehicles
for Out-of State Travel

- 5.1 Maximum mileage allowances for use of privately owned vehicles will be twenty-nine cents (.29) per mile beginning Feb. 1, 1995
- 5.2 Parking, garage fees, toll bridge and turnpike charges are reimbursable; however, non-metered parking, garage fees and other charges must be substantiated by receipts.

Section 6. Miscellaneous

- 6.1 Direct billing by providers of lodging and meals taken and billed with lodging expenses are authorized, but subject to prior approval.
- 6.2 Advances for travel expenses are authorized if approved in advance by the Secretary of State or his authorized designee.
- 6.3 Expenses for personal service such as laundry, valet services, cable television or movies, personal phone calls, insurances, etc. are not allowable.
- 6.4 Reimbursement for transportation of personal baggage shall not exceed ten (10) percent of the air or train fare.

**Section 7. Spouses Accompanying Employees on
Official In-State or Out-of State Business**

7.1 When spouses accompany employees on in-state or out-of-state departmental business which involves overnight stays, they shall be subject to the following regulations and limitations:

- (a) The Office of the Secretary of State will reimburse the employee only for the cost of the employee's lodging expense.
- (b) The employee is responsible for meals, travel and other miscellaneous expenses of the companion.
- (c) When companions accompany employee on such trips, it is the responsibility of the employee to provide accident insurance coverage; the Office of the Secretary of State shall in no way be liable.

Section 8. Exceptions; Approval of Expenses

- 8.1 The Secretary of State reserves the right to approve or disapprove any expense account prior to or subsequent to travel.
- 8.2 As in the case of any regulations, there are areas left uncovered. To the extent that any hardships develop, they will be dealt with on a case-by case basis. The overall guideline to be followed is that in no case should any costs be incurred that would be inconsistent with the economic and effective operation of our State. The Secretary of State shall acknowledge by his signature his approval of the payment of any travel expense incurred but not covered by these regulations.