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Member



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Board of Investments

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Chief Operating Officer

Matthew E. Jones
Chief Financial Officer

Diana Will
Chief Investment Officer

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General Counsel

To: Judy Cooper
Secretary of State's Office

From: Jerry Simpson
Chief Operating Officer 

Date: March 23, 1994

Subject: Travel Regulations

At the Board of Investment's March 18, 1994 meeting, the attached "Travel Regulations" were approved and adopted, replacing the prior travel rules filed with your office in 1990. These regulations are authorized by Chapter 12-3-11 of the West Virginia Code.

If you require any additional information, please call me.

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS
West Virginia State Board of Investments

Chapter 12-3

INDEX

References are to section numbers.

Authority, 1.02
Effective Date, 1.03
Filing Claims for Reimbursement, 2.02
Filing Date, 1.04
General, 1
General Purpose, 1.03, 2.01, 3.01, 4.01
In-State Travel, 2
Maximum Allowances, 4.02
Miscellaneous Provisions, 5
Personal Baggage, 5.02
Personal Services, 5.01
Regulation Changes, 5.04
Scope, 1.01
Spouses Accompanying Employees, 5.03
Out-of State Travel, 3
Toll Charges, 4.03
Use of Privately Owned Vehicles for Out-of-State Travel, 4

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West Virginia State Board of Investments

Chapter 12-3

Subject: Travel Regulations

TABLE OF CONTENTS

Section 1. General

- 1.01. Scope
- 1.02. Authority
- 1.03. General Purpose
- 1.04. Filing Date
- 1.05. Effective Date

Section 2. In-State Travel

- 2.01. General Purpose
- 2.02. Filing Claims for Reimbursement

Section 3. Out-of-State Travel

- 3.01. General Purpose
- 3.02. Filing Claims for Reimbursement

Section 4. Use of Privately Owned Vehicles for
Out-of-State Travel

- 4.01. General Purpose
- 4.02. Maximum Allowances
- 4.03. Toll Charges

Section 5. Miscellaneous Provisions

- 5.01. Personal Services
- 5.02. Personal Baggage
- 5.03. Spouses Accompanying Employees
- 5.04. Regulation Changes

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
West Virginia State Board of Investments

Chapter 12-3

Subject: West Virginia State Board of Investments Travel
Regulations

Section 1. General

1.01. Scope - These regulations implement the provisions of section eleven, article three, chapter twelve of the Code of West Virginia, 1931, as amended.

1.02. Authority - These regulations are issued under the authority of the above-mentioned code section, which provides, among other things, that the West Virginia Board of Investments shall promulgate rules and regulations governing travel by Board of Investments' employees on behalf of the State of West Virginia.

1.03. General Purpose - The purpose of these rules is to outline the proper procedures and regulations for in and out-of-State travel conducted by the West Virginia State Board of Investments and its employees on behalf of the State of West Virginia.

1.04. Filing Date -

1.05. Effective Date - These regulations are promulgated and become effective on the 1st day of April, 1994, and supersede all previous travel regulations relating to employees of the Board of Investments.

Section 2. In-State Travel

2.01. General Purpose - In-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

2.02. Filing Claims for Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the provided travel form, along with travel, hotel and other allowable expense receipts.

(b) Daily Allowances - Daily allowances for in-state travel will be subject to:

(1) Meals - Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of Forty-five Dollars (\$45) per day for travel within the State of West Virginia where the distance from the home station is over twenty-five (25) miles one-way. Reimbursement of meals is allowed when lodging is listed as "gratis" or "no charge".

(2) Transportation - Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental and taxi service where necessary. The mileage allowance for use of privately owned vehicles engaged in State business will be the prevailing Internal Revenue Service (IRS) approved rate plus parking, garage

fees, toll bridge and turnpike charges, where necessary and applicable.

(3) 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 laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Telephone charges are reimbursable.

(4) Registration Fees - Registration fees at meetings or conferences must be supported by a receipt.

(5) Tips and Gratuities - Tips or gratuities may not exceed twenty (20) percent of the cost allowable hotel charges and meals.

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

Section 3. Out-of-State Travel

3.01. General Purpose - Out-of-State travel costs will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the written approval of the executive director or division directors before reimbursement is made.

3.02. Filing Claims for Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the applicable travel forms, along with travel, hotel and other allowable expense receipts. (Air travel stubs or receipts, where applicable, must be attached to the expense account.)

(b) Daily Allowances - Daily allowances for out-of-state travel shall be as follows:

(1) Meals - Reimbursement will be made for the actual cost of meals while absent from official stations, but may not exceed Sixty Dollars (\$60) per day, except in major cities and metropolitan areas where the reimbursable cost for meals shall be increased to a maximum of Ninety Dollars (\$90) per day. Reimbursement of meals is allowed when lodging is listed at "gratis" or "no charge".

(2) Transportation - Reimbursement will be made for the actual cost of bus, rail or air coach travel as well as automobile rental and the actual cost of taxi service. Reimbursement for travel in privately owned vehicles will be governed by Section 4 of these Regulations.

(3) Lodging - Employees traveling on State business will be reimbursed in an amount equal to their hotel bills for lodging. A receipt for the amount paid for hotel rooms must be submitted with

the expense amount. Telephone charges are reimbursable.

(4) Registration Fees - Registration fees at meetings or conferences must be supported by a receipt.

(5) Tips and Gratuities - Tips or gratuities may not exceed twenty (20) percent of the cost of allowable hotel charges and meals.

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

Section 4. Use of Privately Owned Vehicles for Out-of-State Travel

4.01. General Purpose - No out-of-state travel in privately owned vehicles shall be made at State expense without the prior written approval of the executive director or division directors.

4.02. Maximum Allowances - Maximum mileage allowances for use of privately owned vehicles will be the prevailing Internal Revenue Service (IRS) approved rate provided, that the reimbursable costs permitted for out-of-state travel, in privately owned vehicles to and from such official meetings, shall not exceed the cost of an air coach fare round-trip ticket to and from the site of such official meeting.

4.03. Toll Charges - Toll bridge and turnpike charges may be included as an additional item.

Section 5. Miscellaneous Provisions

5.01. Personal Services - Expenses for personal services such as laundry or valet service are not allowable.

5.02. Personal Baggage - Reimbursement for transportation of personal baggage shall not exceed ten (10) percent of the air or train fare.

5.03. Spouses Accompanying Employees - When spouses accompany employees on in-state or out-of-state official business which involves overnight stays, they shall be subject to the following regulations and limitations:

(a) Reimbursement Provisions - The Board of Investments will reimburse the employee for the employee's hotel or motel lodging expense. Reimbursement will be made at the greater of 80% of the actual cost or the single room rate. However, if the rate is the same whether single or double, the employee will be reimbursed at one hundred percent of the lodging expense. Provided however if the trip is to the Greenbrier Hotel, the daily charge for room and board will be reimbursed to employees attending official meetings or functions being held at the Greenbrier Hotel. If an employee's spouse accompanies the employee to the Greenbrier, reimbursement will be made at the greater of 80% of actual cost or the single room rate.

(b) Employee Responsibility - The employee is responsible for meals, travel and other miscellaneous expenses of the spouse.

(c) Insurance Coverage - Where spouses accompany employees on such trips, it is the responsibility of the employees to provide accident insurance coverage; the State Board of Investments shall in no way be liable.

5.04. Regulation Changes - The Board of Investments reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.