

WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
STATE DEPARTMENT OF AGRICULTURE

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE

Chapter 12-3

SERIES XVII

THIS DATE \_\_\_\_\_  
Administrative Law Division

0 bso letc. filed  
BY RA 1-7-84

SUBJECT: Revised regulations to govern in-state and out-of-state travel by West Virginia Department of Agriculture employees.

Section 1. GENERAL.

1.01 Scope. These regulations establish general operating procedures for in-state and out-of-state travel by employees of the West Virginia Department of Agriculture and are filed in accordance with Chapter 29A, Article 3, Section 7(a). These are procedural regulations.

1.02 Authority. These regulations are promulgated and issued under authority of Chapter 12, Article 3, Section 11, Code of West Virginia as amended.

1.03 Effective Date. These regulations become effective on July 1, 1983, and supersede all previously filed regulations concerning West Virginia Department of Agriculture employee travel.

Section 2. DECLARATION OF POLICY.

2.01 Article 3, Section 11, Chapter 12 of the West Virginia Code, 1931, as amended, specifically delegates the responsibility for promulgating rules and regulations governing travel allowances for employees of the West Virginia Department of Agriculture to the Commissioner of Agriculture. Accordingly, I, Gus R. Douglass, hereby promulgate the following regulations to govern in-state and out-of-state travel for Department of Agriculture employees

based on the most economically direct and practical route possible. When travel is by automobile, a State vehicle will be used unless other permission has been granted by the Commissioner. In the event that private vehicles are used, the reimbursement shall be at the rate of twenty (20) cents per mile. Properly receipted toll bridges, turnpike and storage charges may be included as additional items for reimbursement. Receipts are not necessary on the West Virginia Turnpike.

(e) Operation of State-owned vehicles will be confined to State Officials and employees. No passengers or other riders are permitted unless they are on the same State business as the authorized user of the car, except where special permission is granted by the Commissioner for an employee's spouse to accompany the employee to official meetings wherein the Department is considered to be the host. When the spouse accompanies employees on such trips, it is the responsibility of the employee to provide accident insurance coverage. The Department shall in no way be liable.

#### 3.04 Subsistence.

(a) Lodging. All employees traveling on official business will be reimbursed for the actual cost of lodging as shown by the receipt. Reimbursement shall not be allowed for extra charges for radio, television, laundry and/or valet charges and personal telephone calls. In the event an employee's spouse

PROCEDURAL

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STATE DEPARTMENT OF AGRICULTURE

Chapter 12-3

SERIES XVII

Effective 3-1-84  
FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE

THIS DATE Feb. 17, 1984  
Administration Law Division

SUBJECT: Revised regulations to govern in-state and out-of-state  
travel by West Virginia Department of Agriculture  
employees.

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Section 1. General

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FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE

THIS DATE June 30, 1983  
Administrative Law Division



STATE OF WEST VIRGINIA  
 OFFICE OF THE SECRETARY OF STATE  
 CHARLESTON 25305

A. JAMES MANCHIN  
 SECRETARY OF STATE

STATE REGISTER FILING

I, Gus R. Douglass, Agriculture Commissioner,  
West Virginia Department of Agriculture, hereby submit to record in  
Department or Division

the State Register on 8 1/2 x 11" paper two (2) copies of

- proposed rules and regulations concerning topics of material not covered by existing rules and regulations;
- proposed rules and regulations superseding rules and regulations already on file;
- notice of hearing;
- findings and determinations;
- rules and regulations; or
- other - specify ( \_\_\_\_\_ ).

This filing pertains to

Chapter 12  
 Article 3  
 Series XVII  
 Section 11  
 Page No. 1, 5 and 6

- proposed rules and regulations are required to go to Legislative Rule Making Committee;
- proposed rules and regulations are excluded from Legislative Rule Making Committee;

FILED IN THE OFFICE OF  
 A. JAMES MANCHIN  
 SECRETARY OF STATE

THIS DATE June 30, 1983  
 Administrative Law Division

June 30, 1983  
 Date Submitted

[Signature]  
 Signature of Person Authorizing  
 this Filing

(7) Total estimated cost.

(d) When two or more employees are required to travel out-of-state, each must file an application requesting such travel.

4.02 Maximum Allowance.

(a) Hotel lodging bills for out-of-state travel shall be reimbursed for the actual cost of the room as shown by receipt and the expense for meals shall not exceed twenty-five dollars (\$25.00) per day. The maximum out-of-state travel expenses for meals and lodging shall not exceed one-hundred dollars (\$100.00) per day for meals and lodging, unless prior written permission has been granted by the Commissioner.

(b) Reimbursement for automobile travel enroute to and from a designation outside the State shall not exceed the cheapest coach fare by commercial airlines. Any excess of this amount must be paid by the individual. Maximum mileage allowance will be twenty (20) cents per mile. Properly receipted toll bridge, turnpike and storage charges may be included as additional items for reimbursement.

(c) Expenses for personal services such as radio, television, laundry and/or valet are not allowable.

(d) Tips and gratuities are not allowed unless a separate charge is automatically included on the bill.

(e) Reimbursement for transportation of personal baggage in excess of the allowable amount shall not exceed

accompanies the employee, reimbursement for lodging shall be made on the basis of the single occupancy rate. as indicated on the receipt, but such charges shall not exceed 80% of the actual room cost.

(b) Meals. Reimbursement will be made for actual cost of meals while absent from headquarters, to a maximum of fifteen dollars (\$15.00) per day that the employee is in overnight travel status. Such maximum allowance shall not be arrived at by the average of days, but by a purely day by day maximum. The maximum for individual meals shall not exceed: Breakfast \$4.00; Lunch \$5.00; Dinner \$9.00. Employees working the normal 8:00 A.M. to 4:00 P.M. day and still on official duty after 6:00 P.M. shall be allowed to charge for dinner, provided the duty is performed at least twenty-five (25) miles from headquarters, but lunch shall not be allowed unless in overnight travel status. Tips and gratuities shall not be allowed.

Meals held as an integral part of an official meeting shall be allowable expense regardless of miles traveled, but advance approval for attendance must be secured from the Executive office. Such meals shall be stated as L. (Meeting) and the amount on the expense account. An example would be: L. (Pest Control Association Banquet) \$10.00. All such charges shall be accompanied by a receipt and the memo showing advance permission to attend.

Soil Conservation Supervisors shall be allowed to charge for lunch at the official District Meetings regardless of the miles traveled.

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE

THIS DATE June 30, 1983  
Administrative Law Division

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Employees generally will not be reimbursed for meals in excess of:

Breakfast, 2.50.

Lunch, \$3.50.

Dinner, \$6.00.

based on the most economically direct and practical route possible. When travel is by automobile, a State vehicle will be used unless other permission has been granted by the Commissioner. In the event that private vehicles are used, the reimbursement shall be at the rate of twenty (20) cents per mile. Properly receipted toll bridges, turnpike and storage charges may be included as additional items for reimbursement. Receipts are not necessary on the West Virginia Turnpike.

(e) Operation of State-owned vehicles will be confined to State officials and employees. No passengers or other riders are permitted unless they are on the same State business as the authorized user of the car, except where special permission is granted by the Commissioner for an employee's spouse to accompany the employee to official meetings wherein the Department is considered to be the host. When spouse accompany employees on such trips, it is the responsibility of the employee to provide accident insurance coverage. The Department shall in no way be liable.

3.04 Subsistence.

(a) Lodging. All employees traveling on official business will be reimbursed for the actual cost of lodging as shown by the receipt. Reimbursement shall not be allowed for extra charges for radio, television, laundry and/or valet charges and personal telephone calls. In the event an employee's spouse

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STATE DEPARTMENT OF AGRICULTURE

Chapter 12-3  
1981 (Amended)

SERIES XVII

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE 1-10-83  
Administrative Law Division

SUBJECT: Revised regulations to govern in-state and out-of-state travel by West Virginia Department of Agriculture employees.

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Section 1. GENERAL

1.01 Scope. These regulations establish general operating procedures for in-state and out-of-state travel by employees of the West Virginia Department of Agriculture and are filed in accordance with Chapter 29A, Article 3, Section 7(a). These are procedural regulations.

1.02 Authority. These regulations are promulgated and issued under authority of Chapter 12, Article 3, Section 11, Code of West Virginia as amended.

1.04 Effective Date. These regulations become effective on January 15, 1983, and supersede all previous filed regulations concerning West Virginia Department of Agriculture employee travel.

Section 2. DECLARATION OF POLICY.

2.01 Article 3, Section 11, Chapter 12 of the West Virginia Code, 1931, as amended, specifically delegates the responsibility for promulgating rules and regulations governing travel allowances for employees of the West Virginia Department of Agriculture to the Commissioner of Agriculture. Accordingly, I, Gus R. Douglass, hereby promulgate the following regulations to govern in-state and out-of-state travel for Department of Agriculture employees



STATE OF WEST VIRGINIA  
DEPARTMENT OF AGRICULTURE  
CHARLESTON 25305

GUS R DOUGLASS  
COMMISSIONER

WILLIAM H GILLESPIE  
ADMINISTRATIVE ASSISTANT

June 30, 1983

Honorable A. James Manchin  
Secretary of State  
Building 1, Room W-157  
Charleston, WV 25305

Dear Secretary Manchin:

I am attaching a copy of amended West Virginia Administrative regulations for the State Department of Agriculture which establish general operating procedures for in-state and out-of-state travel by employees of the West Virginia Department of Agriculture and are filed in accordance with Chapter 29A, Article 3, Section 7(a). These regulations are promulgated and issued under authority of Chapter 12, Article 3, Section 11, Code of West Virginia, 1931, as amended. These are Procedural Regulations.

I hereby certify that these are the original regulations to be filed in the office of the Secretary of State on June 29, 1983.

With best regards, I am

Very truly yours,

Gus R. Douglass  
Agriculture Commissioner

GRD/G/d  
Enc.

cc - Auditor Gainer  
Legislative Auditor Bailey  
Finance & Administration  
WVDA Fiscal Division

FILED IN THE OFFICE OF  
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(7) Total estimated cost.

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