

GUS R. DOUGLASS  
COMMISSIONER

STATE OF WEST VIRGINIA  
DEPARTMENT OF AGRICULTURE  
CHARLESTON 25305

August 14, 1981

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

Dear Secretary Manchin:

I am attaching a copy of revised travel regulations for this Department. There seems to have been an inconsistency in interpretation and so I am adding one sentence and an expanded example on page 6 of the regulations. These are the only changes. They are scheduled to go into effect immediately.

With best regards, I am

Very truly yours,

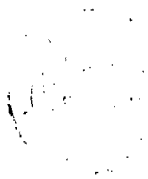
Gus R. Douglass  
Agriculture Commissioner  
by

  
William H. Gillespie  
Assistant to Commissioner

GRD/G/d

cc - Legislative Auditor  
Fiscal Division  
Division Directors  
Auditor

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE 8/17/81  
Administrative Law Division



STATE OF WEST VIRGINIA  
DEPARTMENT OF AGRICULTURE  
CHARLESTON 25305

GUS R DOUGLASS  
COMMISSIONER

August 17, 1981

Honorable A. James Manchin  
Secretary of State  
Room W-157, Building 1  
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 file 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.

I hereby certify that these are the original regulations to be filed in the office of the Secretary of State on August 17, 1981.

With best regards, I am

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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, Commissioner,  
Title or Position

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

- (X) 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 & 6

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE \_\_\_\_\_  
Administrative Law Division

- ( ) proposed rules and regulations are required to go to Legislative Rule Making Committee;
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August 17, 1981  
Date Submitted

G. R. Douglass  
Signature of Person Authorizing  
this Filing

WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
STATE DEPARTMENT OF AGRICULTURE

Chapter 12-3  
1981

GENERAL INDEX

for

Series XVII

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TRAVEL REGULATIONS

Declaration of Policy, Section 2 - Page 1

General, Section 1 - Page 1

In-State-Travel, Section 3 - Page 2

Out-Of-State Travel, Section 4 - Page 6

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STATE OF WEST VIRGINIA  
DEPARTMENT OF AGRICULTURE  
CHARLESTON 25305

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THIS DATE 8/17/81



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**OFFICE OF THE SECRETARY OF STATE**  
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A. JAMES MANCHIN  
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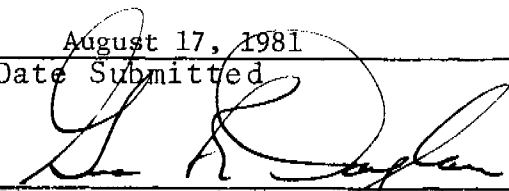
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STATE DEPARTMENT OF AGRICULTURE

Chapter 12-3  
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GENERAL INDEX

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STATE OF WEST VIRGINIA  
DEPARTMENT OF AGRICULTURE  
CHARLESTON 25305

GUS R. DOUGLASS  
COMMISSIONER

September 16, 1981

RECEIVED  
91 SEP 17 10:32  
SECY. OF STATE

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

Dear Secretary Manchin:

I am enclosing the required two copies of revised Pages 5 & 6 of the Rules & Regulations concerning In-State and Out-Of-State Travel by West Virginia Department of Agriculture employees.

The changes involved are the deletion of the sentence beginning at the bottom of Page 5 (There is no limitation on the cost of such meals, but advance permission shall be secured and a copy of the permission memo and a receipt shall be attached to the expense account.) and the insertion on Page 6, line 3 of the sentence "Banquet costs shall not be limited to \$6.00 when accompanied by a receipt and a memo showing advance permission to attend."

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Agriculture Commissioner

GRD/G/d  
Enc.

cc - Auditor Gainer  
Legislative Auditor Bailey  
Fiscal Division



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 OFFICE OF THE SECRETARY OF STATE  
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 SECRETARY OF STATE

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 Signature of Person Authorizing  
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WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
STATE DEPARTMENT OF AGRICULTURE

Chapter 12-3  
1981 (Amended)

Series XVII

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 established 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).

1.02 Authirity. 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 September 16, 1981, 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

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DEPT. OF STATE

traveling on official business for the State of West Virginia. The allowances set out herein shall be considered the maximum for approved travel allowances. No employee shall collect expenses from the State of West Virginia if he has or will receive reimbursement from others.

Section 3. IN-STATE-TRAVEL.

3.01 Headquarters.

a. Each employee shall be presumed to have his or her official headquarters at the State Capitol in Charleston unless a properly executed headquarters justification statement is on file with the Department's Fiscal Division. When the official station is other than Charleston, the proper designation shall be shown on expense accounts.

b. Headquarters shall not be multiple stations. Personnel who work multiple stations which necessitate automobile travel are in travel status from the moment of departing their headquarters station until they return to their headquarters station. If the employee does not return to the headquarters station at the end of the day or trip, he or she shall not be eligible for mileage (when driving personal car) in excess of the distance back to the headquarters station.

c. When a new employee is assigned a headquarters station that requires the relocation of his or her place of residence or if an employee is asked to change his headquarters assignment, which requires relocation of his place of residence, he will be so instructed and up to a 90 day (calendar) grace period will be allowed during which time the employee can collect expenses. If the employee elects not to move, he or she will not be allowed expenses relating to the change in headquarters after the expir-

ation of the 90 day grace period.

d. Expenses incurred at the official station or within reasonable distance will not be allowed unless it is to attend special meetings for which prior approval has been obtained from the Commissioner.

3.02 Submission of Expense Accounts.

a. The standard form, "Travel Expense Account" shall be used for all claims for traveling expenses.

b. All expenses shall be itemized in detail. No item shall be designated as miscellaneous or by any term of like nature and no item shall be incorporated which is not travel related.

c. All expenses shall be verified by affidavit of the person incurring the expense and certified by the responsible supervisor.

d. Receipts as required by the State Auditor must accompany the submitted expense account and a separate claim must be filed by each employee.

e. Expense accounts of permanent personnel are to be submitted once a month, but not later than the seventh calendar day after the end of the month. Non-permanent personnel may submit expense accounts to correspond to their established pay periods.

f. Written permission must be received from the Commissioner before any employee stays at the Greenbrier Hotel. Such written permission must accompany requests for reimbursement.

3.03 Transportation.

a. Transportation may be obtained by the usual means of public conveyance, by State-owned vehicles or by privately-owned

vehicles subject to the limitations set out herein.

b. Receipted bills for travel by any common carrier must accompany reimbursement requests. Employees traveling by commercial airline are required to travel at tourist or economy rates. If no such space is available, the employee may travel by first class, but the reimbursement request must include verification in the form of a signed statement prepared by the clerk issuing the ticket.

c. Employees whose official headquarters is designated as a certain city shall be reimbursed mileage expenses incurred when using their private car while traveling on official business within the corporate limits and vicinity of his headquarters, provided such is certified by his supervisor.

d. Reimbursement shall be limited to actual costs supported by ticket stubs or other appropriate documentation 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-two (22) cents per mile. Properly receipted toll bridges, turnpike and storage charges may be included as additional items for reimbursement.

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 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 spouses 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 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 twelve dollars (\$12.00) per complete day provided the distance traveled equals or exceeds twenty-five (25) miles. Such maximum allowance shall not be arrived at by average of days, but by a purely day by day maximum. Employees will not be allowed to charge for breakfast on days they depart their headquarters regardless of the hour they leave. Dinner is an allowable expense on the day the employee arrives back at headquarters provided he is in travel status after 6:00 P.M. and has been engaged in official business during the entire afternoon. Inspection personnel detained past 6:00 P.M. due to official business shall be allowed an evening meal, but a note shall accompany the expense account explaining the situation to the supervisor certifying the expense account. Tips and gratuities shall not be allowed.

Meals held as an integral part of an official meeting shall be an allowable expense regardless of mileage traveled. Such meals

shall be stated as L. (meeting) and the amount on the expense account. An example would be: L. (Pest Control Association Luncheon) \$3.14. Banquet costs shall not be limited to \$6.00 when accompanied by a receipt and a memo showing advanced permission to attend.

If the employee is in travel status only for a portion of a full day (24 hours) and meets all mileage requirements, he will be reimbursed only for the meal(s) during the period he was on assignment, to be broken down as follows:

Breakfast, not to exceed \$2.50.

Lunch, not to exceed \$3.50

Dinner, not to exceed \$6.00.

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8/18/57 11:33  
DEPT. OF AGRICULTURE  
STATE

Section 4. OUT-OF-STATE TRAVEL.

4.01 Prior Permission Necessary.

a. Prior permission of the Commissioner is required for official travel to and attendance at any meeting out of the State. However, when such travel is for one day or less and does not require out-of-state lodging, the expense shall be considered as in-state expenses.

b. All out-of-state travel requests shall be submitted at least ten (10) working days in advance of the planned trip unless the trip is of an emergency nature that precludes such advance filing. Emergency requests shall be filed the same as any usual out-of-state requests.

c. Interdepartmental requisition forms requesting out-of-state travel shall be filed in triplicate authorized and approved by the Division Director and shall contain the following information:

1. Time of departure including hour and day and the time of return in similar fashion.
2. Planned transportation and cost.
3. Number of nights lodging and cost.
4. Number of days and portions of days meals will be claimed and estimated cost.
5. Probable cost for taxi or bus if common carrier is used.
6. Registration costs for meeting, if any.
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 coach fare by commercial airlines. Any excess of this amount must be paid by the individual. Maximum mileage allowance will be twenty-two (22) 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 laundry and valet are not allowable.

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

e. Reimbursement for transportation of personal baggage in excess of the allowable amount shall not exceed fifteen (15) percent of the fare.

f. Registration fees must be supported by receipts and are limited to fifty dollars (\$50.00) unless prior written permission has been obtained from the Commissioner.

4.03 Submission of Expense Accounts.

a. The standard yellow form for "out-of-state travel" shall be used for all claims for such expenses.

b. No item shall be designated miscellaneous or by any like term of similar nature and no item shall be incorporated which is not travel related.

c. All expenses shall be verified by affidavit of the person incurring the expense and certified by the responsible supervisor.

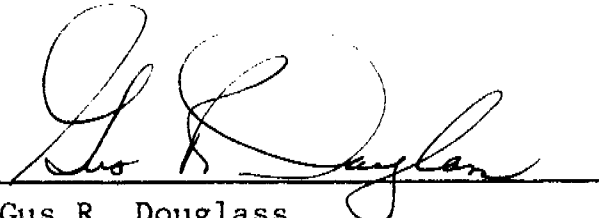
d. All requisitions for payment shall be accompanied by a brief report to the Executive Division stating the benefits derived from the travel, except that such reports are waived for personnel attending schools, classes or sessions which result in the employee being certified for duties he or she normally perform.

e. Receipts as required by the State Auditor must accompany the submitted expense account and a separate claim must be filed by each employee.

f. When spouses accompany employees on such trips, it is the responsibility of the employee to file for approval with the Commissioner, to pay for spouses meals, travel and other

expenses and to provide accident insurance where applicable. The Department shall be responsible only for single occupancy rates for lodging and they shall not exceed 80% of the total lodging expense.

I, Gus R. Douglass, hereby reserve the right to revoke, suspend, rescind or amend any rules or regulations herein set forth at any time, subject to general administrative procedures.



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Gus R. Douglass  
Agriculture Commissioner



GUS R DOUGLASS  
COMMISSIONER

STATE OF WEST VIRGINIA  
DEPARTMENT OF AGRICULTURE  
CHARLESTON 25305

September 16, 1981

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81 SEP 17 AM 10:33  
OFFICE OF STATE  
SECY. OF STATE

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Building #1, Room W-157  
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Dear Secretary Manchin:

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The changes involved are the deletion of the sentence beginning at the bottom of Page 5 (There is no limitation on the cost of such meals, but advance permission shall be secured and a copy of the permission memo and a receipt shall be attached to the expense account.) and the insertion on Page 6, line 3 of the sentence "Banquet costs shall not be limited to \$6.00 when accompanied by a receipt and a memo showing advance permission to attend."

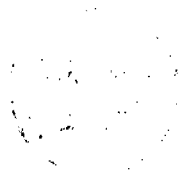
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GRD/G/d  
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cc = Auditor Gainer  
Legislative Auditor Bailey  
Fiscal Division



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

A JAMES MANCHIN  
SECRETARY OF STATE

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SECRETARY OF STATE

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*Gus R. Douglass*  
Signature of Person Authorizing  
this Filing

WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
STATE DEPARTMENT OF AGRICULTURE

Chapter 12-3  
1981 (Amended)

Series XVII

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

SECRET  
STATE

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RECEIVED

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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

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b. Receipted bills for travel by any common carrier must accompany reimbursement requests. Employees traveling by commercial airline are required to travel at tourist or economy rates. If no such space is available, the employee may travel by first class, but the reimbursement request must include verification in the form of a signed statement prepared by the clerk issuing the ticket.

c. Employees whose official headquarters is designated as a certain city shall be reimbursed mileage expenses incurred when using their private car while traveling on official business within the corporate limits and vicinity of his headquarters, provided such is certified by his supervisor.

d. Reimbursement shall be limited to actual costs supported by ticket stubs or other appropriate documentation 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-two (22) cents per mile. Properly receipted toll bridges, turnpike and storage charges may be included as additional items for reimbursement.

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 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 spouses 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 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 twelve dollars (\$12.00) per complete day provided the distance traveled equals or exceeds twenty-five (25) miles. Such maximum allowance shall not be arrived at by average of days, but by purely day by day maximum. Employees will not be allowed to charge for breakfast on days they depart their headquarters regardless of the hour they leave. Dinner is an allowable expense on the day the employee arrives back at headquarters provided he is in travel status after 6:00 P.M. and has been engaged in official business during the entire afternoon. Inspection personnel detained past 6:00 P.M. due to official business shall be allowed an evening meal, but a note shall accompany the expense account explaining the situation to the supervisor certifying the expense account. Tips and gratuities shall not be allowed.

Meals held as an integral part of an official meeting shall be an allowable expense regardless of mileage traveled. Such meals

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shall be stated as L. (meeting) and the amount on the expense account. An example would be: L. (Pest Control Association Luncheon) \$3.14. Banquet costs shall not be limited to \$6.00 when accompanied by a receipt and a memo showing advanced permission to attend.

If the employee is in travel status only for a portion of a full day (24 hours) and meets all mileage requirements, he will be reimbursed only for the meal(s) during the period he was on assignment, to be broken down as follows:

Breakfast, not to exceed \$2.50.

Lunch, not to exceed \$3.50

Dinner, not to exceed \$6.00.

Section 4. OUT-OF-STATE TRAVEL.

4.01 Prior Permission Necessary.

a. Prior permission of the Commissioner is required for official travel to and attendance at any meeting out of the State. However, when such travel is for one day or less and does not require out-of-state lodging, the expense shall be considered as in-state expenses.

b. All out-of-state travel requests shall be submitted at least ten (10) working days in advance of the planned trip unless the trip is of an emergency nature that precludes such advance filing. Emergency requests shall be filed the same as any usual out-of-state requests.

c. Interdepartmental requisition forms requesting out-of-state travel shall be filed in triplicate authorized and approved by the Division Director and shall contain the following information:

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1. Time of departure including hour and day and the time of return in similar fashion.
2. Planned transportation and cost.
3. Number of nights lodging and cost.
4. Number of days and portions of days meals will be claimed and estimated cost.
5. Probable cost for taxi or bus if common carrier is used.
6. Registration costs for meeting, if any.
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 coach fare by commercial airlines. Any excess of this amount must be paid by the individual. Maximum mileage allowance will be twenty-two (22) 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 laundry and valet are not allowable.

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

e. Reimbursement for transportation of personal baggage in excess of the allowable amount shall not exceed fifteen (15) percent of the fare.

f. Registration fees must be supported by receipts and are limited to fifty dollars (\$50.00) unless prior written permission has been obtained from the Commissioner.

4.03 Submission of Expense Accounts.

a. The standard yellow form for "out-of-state travel" shall be used for all claims for such expenses.

b. No item shall be designated miscellaneous or by any like term of similar nature and no item shall be incorporated which is not travel related.

c. All expenses shall be verified by affidavit of the person incurring the expense and certified by the responsible supervisor.

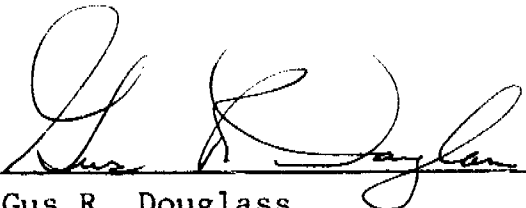
d. All requisitions for payment shall be accompanied by a brief report to the Executive Division stating the benefits derived from the travel, except that such reports are waived for personnel attending schools, classes or sessions which result in the employee being certified for duties he or she normally perform.

e. Receipts as required by the State Auditor must accompany the submitted expense account and a separate claim must be filed by each employee.

f. When spouses accompany employees on such trips, it is the responsibility of the employee to file for approval with the Commissioner, to pay for spouses meals, travel and other

expenses and to provide accident insurance where applicable. The Department shall be responsible only for single occupancy rates for lodging and they shall not exceed 80% of the total lodging expense.

I, Gus R. Douglass, hereby reserve the right to revoke, suspend, rescind or amend any rules or regulations herein set forth at any time, subject to general administrative procedures.



Gus R. Douglass  
Agriculture Commissioner