

Secretary of State
Travel Rules

SECRETARY OF STATE

**RULES ESTABLISHING PROCEDURES FOR IN-STATE AND OUT-OF-STATE
DEPARTMENTAL TRAVEL BY EMPLOYEES OF THE SECRETARY OF STATE**

Section 1. General.

1.1. Scope. -- These rules establish general operating procedures for in-state and out-of-state travel by employees of the Secretary of State.

1.2. Authority. -- W. Va. Code §12-3-11.

1.3. Filing Date. -- January 3, 2006.

1.4. Effective Date. -- January 3, 2006.

Section 2. In-State Travel.

2.1. In-State travel cost will be reimbursed only for travel necessary for the proper conduct of the Office'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 travel form along with travel, hotel and allowable expense receipts.

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

a. Meals. -- Daily meal allotment for an overnight stay is \$26 per day. A receipt for every meal purchased must be provided for reimbursement.

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 this rule.

c. Lodging. -- An employee traveling on Office business will be reimbursed in an amount equal to his/her 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 room must be submitted with the expense amount.

d. Registration Fees. -- Registration fees at the meeting or conferences must be supported by an original receipt.

e. Tips and Gratuities. -- Tips or gratuities shall not exceed fifteen percent (15%) 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.

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

a. Meals. -- When meals are approved for out-of-state travel, the maximum daily meal rate shall be \$40.00 per day for overnight travel. A receipt for every meal purchased must be provided for reimbursement.

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 this rule, provided, that such reimbursement shall not exceed the cost of an air coach fare round-trip ticket.

c. Lodging. -- An employee traveling on Office business will be reimbursed in an amount equal to his/her 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 meetings or conferences must be supported by a receipt.

e. Tips and Gratuities. -- Tips or gratuities shall not exceed fifteen percent (15%) of the cost allowable 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, but in no case shall the reimbursement exceed ten percent 10% of the air or train or bus fare.

Section 5. Use of Privately Owned Vehicles for Office Travel.

5.1. Effective immediately, the West Virginia Secretary of State will adopt the Internal Revenue Service's (IRS) standard mileage rate for business use of an automobile which is in effect on January 1 of each year, or any lower rate as adopted by the IRS during such year. These rates may be found at http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=MTT&contentId=9646&contentType=GSA_BASIC.

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 Director of Personnel.

6.3. Expenses for personal services 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 percent (10%) of the air or train or bus fare.

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

7.1. When a spouse accompanies an employee on in-state or out-of-state Office business which involve overnight stays, he/she shall be subject to the following rules and limitations:

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- a. The Office of the Secretary of State will only reimburse the employee for the cost of the employee's lodging expense.
- b. The employee is responsible for meals, travel and other miscellaneous expenses of the spouse.
- c. When a spouse accompanies an 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 rules, 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 the State. The Secretary of State shall acknowledge by his/her signature his/her approval of payment of any travel expense incurred but not covered by this rule.