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SECRETARY OF STATE

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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, Article 3, Section 11, of the West Virginia Code, 1931, as amended.

1.3 Filing Date -- September 3, 1986

1.4 Effective Date -- September 3, 1986

Section 2. In-State Travel

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-five dollars (\$25) per day for travel within the State of West Virginia where the distance from the home station is over twenty-five (25) miles.

(b) Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage

allowances for use of privately owned vehicles engaged in State business will be twenty-four cents (24¢) per mile, plus parking and garage fees, where necessary and applicable.

(c) Lodging: Employees traveling on State business will be reimbursed in an equal to their actual hotel bills 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 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 shall actual cost incurred in the transfer and storage of luggage.

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 Daily allowances for out-of-state travel shall be as follows:

(a) Meals: Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of thirty dollars (\$30) 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.

(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 meetings 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-four cents (24¢) per mile.

5.2 Toll bridge and turnpike charges may be included as an additional item, but 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.

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, 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:

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(a) The office of the Secretary of State will reimburse the employee for only eighty (80) percent of the motel lodging expense.

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

Section 8. Greenbrier Hotel Trips

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 Greenbrier, reimbursement will be made in amount of seventy (70) percent for double occupancy.

Section 9. Exceptions; Approval of Expenses

9.1 The Secretary of State reserves the right to approve or disapprove any expense account prior to or subsequent to travel.

9.2 As in the case of any regulations, there are certainly 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.