

WEST VIRGINIA ADMINISTRATIVE REGULATIONS

INDEX

SERIES III

SECTION 1.		
1.01 to 1.04	GENERAL	<i>obsolete valid April 28, 1983 to Sept 2, 1986</i>
SECTION 2.		
2.01	IN STATE TRAVEL	
SECTION 3.		
3.01 to 3.02	FILING CLAIMS FOR REIMBURSEMENT AFTER RETURNING FROM IN STATE TRIPS:	
SECTION 4.		
4.01 to 4.02	FILING CLAIMS FOR REIMBURSEMENT AFTER RETURNING FROM OUT-OF-STATE TRIPS.	
SECTION 5		
5.01 to 5.02	USE OF PRIVATELY OWNED VEHICLES FOR OUT OF STATE TRAVEL.	
SECTION 6.		
6.01 to 6.02	MISCELLANEOUS	
SECTION 7.		
7.01	SPOUSES ACCOMPANYING EMPLOYEES ON OFFICIAL IN-STATE OR OUT OF STATE BUSINESS	
SECTION 8.		
8.01	GREENBRIER HOTEL TRIPS	

Procedural Rules

WEST VIRGINIA ADMINISTRATIVE REGULATIONS

SECRETARY OF STATE

Chapter 12-3-11
Series III
(1983) amended

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE
THIS DATE 3/28/83

Subject: Rules and Regulations establishing procedures for in-state and out-of-state travel by employees of the Secretary of State.

Section 1. General

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

1.02 Authority-These regulations are promulgated and issued under authority of Chapter 12, Article 3, Section 11, of the West Virginia Code, 1931, as amended.

1.03 Filing Date-These regulations were filed in the Office of the Secretary of State and the Auditor on the 28th day of March, 1983.

1.04 Effective Date - These regulations were promulgated on the 28th day of March 1983, and become effective on the 28th day of April, 1983.

Section 2. In-State-Travel

2.01 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:

3.01 An actual itemized expense account must be filed on the provided green travel form, along with travel, hotel and allowable expense receipts.

3.02 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 IV. Filing Claims for Reimbursement after Returning from Out-of-State Trips.

- 4.01. 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.)
- 4.02. 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 V 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 V Use of Privately Owned Vehicles for Out-of-State Travel:

5.01 Maximum mileage allowances for use of privately owned vehicles will be twenty-four cents (24¢) per mile.

5.02 Toll Bridge and turnpike charges may be included as an additional item, but must be substantiated by receipts.

Section VI Miscellaneous:

6.01 Expenses for personal service such as laundry, valet services, insurances, etc., are not allowable.

6.02 Reimbursement for transportation of personal baggage shall not exceed ten (10%) percent of the air or train fare.

Section VII Spouses Accompanying Employees on Official In-State or Out-of-State Business:

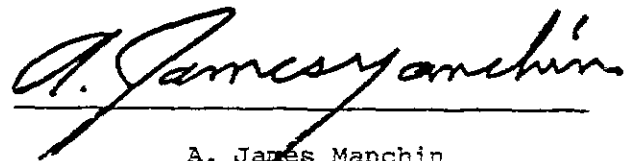
7.01 When spouses accompany employees on in-state or out-of-state departmental business which involves overnight stays, they shall be subject to the following regulations and limitations:

- (a) The office of the Secretary of State will reimburse the employee for only eighty (80%) percent of the hotel or motel lodging expense.
- (b) The employee is responsible for meals, travel and other miscellaneous expenses of the spouse.

Series VIII-Greenbrier Hotel Trips

8.01 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.

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



A. James Manchin
SECRETARY OF STATE