



Obsolete
3/21/73

STATE OF WEST VIRGINIA
OFFICE OF THE SECRETARY OF STATE
CHARLESTON

JOHN D. ROCKEFELLER, IV
SECRETARY OF STATE

April 28, 1969

TO WHOM IT MAY CONCERN:

Attached are two (2) copies of Administrative Regulations promulgated by me pertaining to out-of-state travel for employees of the West Virginia Secretary of State. These regulations are promulgated by me under authority granted by Chapter 12, Article 3, Section 11, Code of West Virginia, as amended.

I hereby certify that the enclosed regulations are true and correct copies of official regulations adopted by this Department on April 28, 1969.

Yours very truly,

A handwritten signature in dark ink, appearing to read "John D. Rockefeller IV".

JOHN D. ROCKEFELLER, IV,
Secretary of State

JDR:js

FILED IN THE OFFICE
JOHN D. ROCKEFELLER, IV
SECRETARY OF STATE
THIS DATE 4/28/69



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WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Secretary of State

Chapter 5-2
Series III
(1969)

FILED IN THE OFFICE
JOHN D. ROCKEFELLER, IV
SECRETARY OF STATE
THIS DATE 4/28/69

Subject: Rules and Regulations establishing procedures for 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 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, Code of West Virginia, as amended.

1.03. Effective Date - These regulations are promulgated and become effective on April 28, 1969.

1.04. Filing Date - These regulations were filed in the office of the Secretary of State and Auditor on the 28th day of April, 1969.

Section 2. OUT-OF-STATE TRAVEL

(a) Out-of-State travel cost will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the certification of the Secretary of State before reimbursement is made.

(b) Prior approval will be required for travel to and attendance at any meeting outside of the State.

(c) All requests for out-of-state travel shall be submitted at least five (5) working days in advance of planned trip unless the trip is of an emergency nature that precludes

such advance filing. Emergency requests shall be filled the same as any usual out-of-state request.

Section 3. PROCEDURES FOR REQUESTING OUT-OF-STATE TRAVEL

(a) Out-of-state travel shall be requested in writing, and request shall contain the following information:

- (1) Number of days required to complete business of the department.
- (2) Number of nights to be spent in a hotel or motel and approximate cost.
- (3) Number of meals and approximate cost.
- (4) Approximate number of miles to be traveled, means of travel (air, train, etc.) and estimated cost.
- (5) Total estimated cost of entire trip.
- (6) Request shall be in triplicate and the individual filing said request for out-of-state travel will receive one copy stamped approved or disapproved.
- (7) When two or more employees of the department are required to attend out-of-state departmental business, each must file application requesting out-of-state travel.

Section 4. FILING CLAIMS FOR REIMBURSEMENT AFTER RETURNING FROM OUT-OF-STATE TRIP

(a) An actual itemized expense account must be filed on the provided yellow travel form, along with travel, hotel and other allowable expense receipts. (Be sure not to destroy your air travel stub.)

(b) The fiscal officer of the department shall not process out-of-state expense accounts unless he has an approved copy of the travel requisition.

(c) All requisitions for payment shall be accompanied by a brief report stating the benefits derived therefrom.

(d) Maximum daily allowances for out-of-state travel shall be as follows:

(1) A maximum of thirty-five (35) dollars per day to cover meals and lodging.

(2) Reimbursement for travel enroute to and from a destination outside the state (mileage, hotel and meals) shall not exceed the fare by commercial airlines.

(3) Any excess of this amount must be paid by the individual.

(4) Registration fees at conventions must be supported by receipts and are limited to fifty (50) dollars unless prior approval has been granted.

Section 5. SPOUSES ACCOMPANYING EMPLOYEES ON OFFICIAL OUT-OF-STATE BUSINESS

(a) When spouses accompany employees on out-of-state departmental business which involves overnight stays they must be cognizant of the following:

(1) Prior approval must be secured from proper authority.

(2) The department will be responsible for only eighty (80) per cent of the hotel or motel lodging expense.

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

(4) Where 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.

Section 6. USE OF PRIVATELY OWNED VEHICLES FOR OUT-OF-STATE TRAVEL

(a) Maximum mileage allowances for use of privately owned vehicles will be eight (8) cents per mile.

(b) Toll bridge and turnpike charges may be included as an additional item, but must be substantiated by receipts.

Section 7. MISCELLANEOUS

(a) As a governmental unit the state is exempt from Federal Excise Tax on transportation and no reimbursement will be made to employees in the event they fail to use certificates to secure exemption.

(b) Reimbursement for tips and gratuities will not be allowed unless included in the maximum allowance for meals.

(c) Expenses for personal services such as laundry, valet services, insurance, etc., are not allowable.

(d) Reimbursement for transportation of personal baggage when in excess of the amount allowed in the fare cannot exceed ten (10) per cent of the transportation fare.

The Secretary of State reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.