

SUPREME COURT OF APPEALS  
STATE OF WEST VIRGINIA



JAMES M. ALBERT  
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June 5, 2000

The Honorable Ken Hechler  
Secretary of State  
Building 1, Suite 157K  
State Capitol  
Charleston, WV 25305

Dear Mr. Hechler:

Enclosed for filing is the Supreme Court travel regulations increasing the mileage reimbursement rate from \$.31 to \$.325 per mile (Section 10.2(A)(2) of the West Virginia Judicial Personnel System Manual), as amended effective July 1, 2000.

Sincerely,

A handwritten signature in cursive script, appearing to read "JMA", written over the typed name.

JAMES M. ALBERT  
ADMINISTRATIVE DIRECTOR  
OF THE COURTS

JMA:dg

Enclosure

cc: State Auditor  
Joan Smith

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magistrate, or chief probation officer; all other expense accounts must be certified by an Administrative Office staff member having signature authority.

- (D) No "miscellaneous" listing claimed on an expense account will be allowed. Expenses not entailed in travel and expenses of, paid by, or reimbursed by a third party will not be allowed.
- (E) The following expense claims, if otherwise allowable, require the submission of documentation with the expense account:
  - (1) Air fare: original customer receipt portion of the airline ticket.
  - (2) Lodging: original hotel bill showing full credit or zero balance; if not showing such, either the original customer copy of the credit card slip or a photocopy of both sides of the canceled check together with the original hotel bill.
  - (3) Parking: original receipt.
  - (4) Ground transportation (taxi; airport bus, van, or limo; car rental and gasoline): original receipt.
  - (5) Conference tuition, registration, or other fees (for seminars, workshops, or conventions): original receipt or photocopy of both sides of canceled check ..... -- unless, for out-of-state conferences, billed directly to the Supreme Court.
- (F) Expense accounts for in-state conferences and for out-of-state travel must be submitted within one month of the return date. Expense accounts for other in-state travel must be submitted within three months of any date of travel.



(A) TRANSPORTATION: PERSONAL VEHICLE

- (1) Reimbursement will be allowed for driving, by the most direct and/or practical route, from and return to headquarters to perform duties or engage in other approved activities.

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- (2) Allowable reimbursements will be for: mileage at the rate of \$ [REDACTED] per mile effective [REDACTED] unless otherwise provided by statute or special Supreme Court regulation; toll charges; parking, which must be documented by original receipt.
- (B) TRANSPORTATION: RENTAL VEHICLE
- (1) Reimbursement will be allowed for car rental only if the Administrative Director or his designee has granted approval in advance; the limitations of (A)(1) above will apply.
  - (2) Allowable reimbursements will be for: rental charges (but not optional insurance) and gasoline, both of which must be documented by original receipt; toll charges; parking, which must be documented by original receipt.
- (C) TRANSPORTATION: COMMON CARRIER OR PUBLIC CONVEYANCE
- (1) Reimbursement will be allowed for commercial airline, train, or bus (at tourist or economy rates, unless the travel time exceeds three hours).
  - (2) Allowable reimbursement will be for: ticket or supersaver reduced-price airfare cost, which must be documented by original customer ticket stub, original receipt, or photocopy of both sides of canceled check; mileage and parking (the latter must be documented by original receipt) if airport or station is outside the headquarters county or, if inside, for maximum of seven days. For good cause shown, the Administrative Director may waive the supersaver airfare reimbursement limit. The Administrative Director may approve reimbursement to personnel holding a non-refundable supersaver airline ticket if approved travel is canceled for a reason deemed by the Administrative Director to be an unavoidable emergency.