

SUPREME COURT OF APPEALS

STATE OF WEST VIRGINIA

TED PHILYAW  
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE  
BUILDING 1, ROOM E-400  
1900 KANAWHA BOULEVARD, E.  
CHARLESTON, WV 25305-0830  
304/558-0145

14 July 1993

Honorable Ken Hechler  
Secretary of State  
State of West Virginia  
Capitol Complex  
Charleston, WV 25305

Dear Mr. Hechler:

Enclosed for your review and files is an amendment to the Judiciary's revised regulations on travel, Section 10 of the West Virginia Judicial Personnel System Manual, promulgated by the Supreme Court, effective January 1, 1990. The enclosed amendment was adopted on July 12, 1993.

Please substitute the enclosed replacement page for the original forwarded to you on December 15, 1990, and the revision forwarded to you on July 1, 1992. The change involves only p. 54, Section 10(A)(2), regarding mileage rates.

Should you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Richard Rosswurm".

Richard Rosswurm  
Chief Deputy

RR/11

Enclosure

cc: Hon. Glen B. Gainer, III  
State Auditor

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

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10.2 -- IN-STATE 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.

(2) Allowable reimbursements will be for: mileage at the rate of \$.28 per mile from July 1, 1993, through December 31, 1993 and thereafter at \$.285 per mile, 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 air-line, train, or bus (at tourist or economy rates, unless the travel time exceeds three hours).

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

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