

SUPREME COURT OF APPEALS  
STATE OF WEST VIRGINIA

TED PHILYAW  
ADMINISTRATIVE DIRECTOR



ADMINISTRATIVE OFFICE  
E-400 STATE CAPITOL  
CHARLESTON 25305  
304/348-0145

July 1, 1992

Honorable Ken Hechler  
Secretary of State  
State of West Virginia  
Capitol Complex  
Charleston, West Virginia 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 May 28, 1992.

Please substitute the enclosed replacement page for the original forwarded to you on December 15, 1990. 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,

  
TED PHILYAW  
Administrative Director  
of the Courts

TP:jv

Enclosures

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

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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

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 \$.26 per mile from July 1, 1992, through December 31, 1992 and thereafter at \$.275 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 rate) unless the travel time exceeds three hours).

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

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