

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

TED PHILYAW
ADMINISTRATIVE DIRECTOR



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ADMINISTRATIVE OFFICE
E-400 STATE CAPITOL
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

MEMORANDUM

TO: JUDY D. COOPER
Secretary of State's Office

FROM: RICHARD ROSSWURM *Richard Rosswurm*
Deputy Director

DATE: 30 July 1991

RE: Supreme Court Travel Regulation Amendments

Enclosed are replacement pages reflecting amendments effective August 1, 1991, of Section 10, Travel Regulations, of the West Virginia Judicial Personnel System Manual.

Changed or new language is highlighted for your convenience.

If you have questions, please contact me at 348-0145.

~~(b) 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.

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(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 cancelled 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 a~~ ~~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 cancelled for a reason deemed by the Administrative Director to be an unavoidable emergency.

(3) Reimbursement for ground transportation expense at destination site will be allowed only from airport or station to hotel and return (which must be documented by original receipt).

(D) LODGING

(1) Reimbursement or direct bill to the Supreme Court will be allowed for overnight stays more than 40 miles from headquarters when required to perform official duties or to engage in other approved activities.

(2) Allowable reimbursement or direct bill to the Supreme Court will be at the single-occupancy (and, if available, government or conference) rate; the cost (unless direct-billed) must be documented by the original hotel bill showing full credit or a zero balance; if not showing such, by either the original customer copy of the credit card slip or a photocopy both sides of the cancelled check together with the original hotel bill.

(3) Reimbursement will be allowed for necessary transfer or storage of baggage on the check-in or check-out dates not to exceed 10% of the daily single-occupancy hotel rate.

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(4) No reimbursement will be allowed for such extra hotel charges as radio, television, movies, bar bills, laundry, valet service, or personal telephone calls or for any lodging or meal charges for an employee's guest(s).

(5) When two employees share a room and are billed at the double-occupancy rate, each employee will share the cost equally and the cost should be billed/receipted equally unless direct-billed to the Supreme Court.

(E) MEALS

(1) Reimbursement will be allowed, except for judges receiving the statutory per diem, when travel outside an employee's headquarters county is required to perform official duties or to engage in other approved activities.

(2) Allowable reimbursement will be a flat per diem of \$25, except: on the last day of a conference it will be \$12.50 if the return distance is under 200 miles; on banquet day, if the banquet is direct-billed to the Supreme Court, the per diem will be reduced by the amount of the banquet cost; for duty travel ~~more~~ than 50 roundtrip miles, with same-day return, the allowance will be \$5.00 for lunch. The Administrative Director or his designee may waive the stated allowances of this paragraph.

(3) Personnel who attend a banquet at a conference sponsored by the Supreme Court may be reimbursed the banquet cost or have the cost direct-billed to the Supreme Court, regardless of whether the event is inside or outside the headquarters county.

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(C) TRANSPORTATION: allowances for transportation will be the same as provided in Section 10.2(A)-(C), except that, when travel is by automobile outside the state, reimbursement for transportation, meals, and hotel together on the days en route may not exceed the round-trip ~~fare~~ fare for travel by commercial airline to and from the destination.

(D) LODGING: allowances for lodging will be the same as provided in Section 10.2(D), except that, for approved attendance at programs conducted by the National Judicial College, the American Academy of Judicial Education, and other national providers, reimbursement will be limited to the amounts charged for the lodging accommodations provided or made available by the program sponsor (e.g., the College Inn or other facility at Reno; University of Virginia housing or other facility at Charlottesville).

(E) MEALS: allowable reimbursement for meals will be a flat per diem of \$35, except that any meal expense amount otherwise reimbursed or provided must equivalently reduce the per diem allowance (e.g., meals included in a registration or conference fee; the meal portion of the cost at the College Inn, Reno).

(F) CASH ADVANCES

(1) The Administrative Director or the Director of Judicial Education may, upon timely request, approve a cash advance for out-of-state travel that the Chief Justice has previously approved.

(2) A request for a cash advance for out-of-state travel must be communicated to the Administrative Office at least three weeks in advance of the expected departure date.

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