

REVISED JUDICIAL TRAVEL POLICY

EFFECTIVE DATE: JANUARY 23, 1989

GENERAL

Employees' official headquarters shall be deemed to be the same as that of the judge for whom he or she is employed. Official workplace is deemed to be the courthouse where the judge maintains his/her principal place of work. In no event will an employee be paid to commute to such courthouse from his/her home. In the event circumstances require the headquarters to be other than that of the judge, the new headquarters should be designated by the Circuit Judge, with the approval of the Chief Justice.

The standard travel expense account form will be used for all expense claims. All claims must be detailed on a day-to-day basis and accompanied by receipts. Expense statements must be signed by the employee and certified by the Circuit Judge (Chief Judge in multi-judge circuits), the Chief Justice, Court Administrator, or Deputy Court Administrator. No items designated "miscellaneous" will be reimbursed nor will expenses which are not travel-related.

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1989 JAN 30 AM 10:21  
OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

## TRANSPORTATION

Transportation may be obtained by public conveyance or privately-owned vehicles. The expense of transportation will be reimbursed only for cost of travel between official headquarters and the place in which duties require travel.

Reimbursement will be limited to the actual cost supported by ticket stubs or other appropriate documentation based on the most economically direct and practical route possible.

When traveling out-of-state and when common carrier is not available to the designated travel point, automobile rental will be reimbursable to the employee when substantiated by receipts for automobile rental and gasoline. Optional insurance must be paid for by the employee.

Receipted bills for travel by common carrier must accompany and verify the reimbursement request. Employees traveling by way of commercial airlines whose travel time does not exceed two (2) hours are required to travel at tourist or economy rates.

The general rate for automobile mileage reimbursement shall be twenty-four cents (\$.24) per mile, except as otherwise provided by law.

Toll charges, turnpike charges, parking fees, and garage storage charges may be included as an additional item. Parking fees and garage storage charges must be substantiated by receipts.

## SUBSISTENCE

All employees traveling on judicial business will be reimbursed in an amount equal to their actual hotel bill for lodging only while absent from their official stations. No reimbursements will be made for extra hotel charges such as radio, television, laundry, valet charges, or personal telephone calls. A receipt for the amount paid for hotel rooms must be submitted with the original expense account. Reimbursement for hotel and/or meal expenses shall not be made for an employee's spouse. In cases of double occupancy, hotel reimbursements will be on the basis of the single occupancy rate. When two court employees occupy a double room, the charges will be shared equally by the employees. As a governmental unit, the state is not exempt from federal excise tax on transportation.

Reimbursement will be made for meals while absent from official station, at the rate of twenty-five dollars (\$25.00) per day for travel within the state of West Virginia. When traveling within the county of an employee's official headquarters, no meal reimbursement shall be granted.

### OUT-OF-STATE

Costs for out-of-state travel will be reimbursed only for travel deemed necessary for the proper conduct of judicial business and will require the certification of the Chief Justice, Court Administrator, or Deputy Court Administrator before reimbursement is made. Prior approval of the Chief Justice will be required for travel to and attendance at any meeting outside of the state.

All requests for out-of-state travel for approval by the Chief Justice must first be submitted to the Administrative Director for review. Sufficient information must be included to show justification for the request.

### MISCELLANEOUS

In preparing expense statements, all expenses for hotel bills must be listed separately. The maximum out-of-state travel expenses for meals and lodging shall not exceed eighty-five dollars (\$85.00) per day, unless a waiver is obtained from the Chief Justice.

Registration fees at conventions must be supported by receipts and are limited to one hundred fifty dollars (\$150.00) unless prior approval has been granted by the Chief Justice.

Necessary charges for the transfer and storage of baggage will be allowed provided such charge does not exceed fifteen percent (15%) of the daily hotel room rate for the date of check-in and date of checkout (first and last day).

Reimbursement for automobile travel en route to and from a destination outside the state (mileage, hotel, and meals) shall not exceed the first-class fare by commercial airlines.

Reimbursement for meals, lodging, and travel for a state visitor who is conducting official state business or an individual being interviewed for employment within the Judiciary will be allowed.

The Administrative Director may approve requests for cash advances for out-of-state travel purposes which have prior approval by the Chief Justice.

All individuals receiving cash advances are personally responsible for filing their actual expenses and making final settlement with the state within thirty (30) days after the last day of the trip.

All requests for out-of-state travel shall be forwarded on the form furnished by the Administrative Office, in triplicate, to the Court Administrator's Office, at least two weeks (14 days) prior to the anticipated date of departure for such out-of-state travel.

All coffee breaks/refreshments during official Court-sponsored conferences and seminars will be paid by the Court directly and will not be prorated against the meal allowances of the individual conference participants.

REIMBURSEMENT BY THIRD PARTY

If any judicial employee is reimbursed for travel expense by a third party, that employee is not eligible for reimbursement by the state for the expenses reimbursed by the third party.

SPECIAL NOTE

These travel regulations supersede all prior travel regulations promulgated by the Court.