



JOHN D. PERDUE
STATE TREASURER

DANNY ELLIS
ASSISTANT STATE TREASURER

State of West Virginia

OFFICE OF THE STATE TREASURER
CHARLESTON, WV 25305

1-800-422-7498
304-558-5000
FAX: 304-558-4097
www.wvtreasury.com

September 9, 2011

Ms. Judy Cooper, Manager
Administrative Law Division
Secretary of State's Office
Bldg. 1, Suite 157K
1900 Kanawha Blvd., E.
Charleston, WV 25305

RE: Administrative Rule – 112 CSR 14 Travel

Dear Ms. Cooper:

Attached for filing with your Office is a copy of the West Virginia State Treasurer's Office Administrative Travel Rule. If you have any questions, please contact my General Counsel, Diana Stout at (304) 341-7081.

Thank you for your time and attention to this matter.

Sincerely,

John D. Perdue,
Treasurer

JDP:wlh

Attachment

OFFICE OF THE
SECRETARY OF STATE

2011 SEP -9 PM 1:50

FILED

112 CSR 14

TITLE 112
ADMINISTRATIVE RULE
WEST VIRGINIA STATE TREASURER'S OFFICE

SERIES 14
TRAVEL RULE

FILED

2011 SEP -9 PM 1:50

OFFICE OF THE WEST VIRGINIA
SECRETARY OF STATE

§112-14-1. General.

- 1.1 Scope. – This administrative rule governs travel by the State Treasurer's Office ("STO") officers, board members and employees.
- 1.2 Authority. – West Virginia Code §12-3-11.
- 1.3 Filing Date. – September 9, 2011.
- 1.4 Effective Date. – October 1, 2011.

§112-14-2. General Information.

- 2.1 The STO has an "accountable plan" for reimbursement of travel expenses and will only reimburse for actual expenses or in an amount deemed substantiated.
- 2.2 Travel expenses will be reimbursed for all legitimate and reasonable expenses considered necessary for the proper conduct of STO business in accordance with this rule.
- 2.3 An employee is in travel status when he or she is traveling on behalf of the STO.
- 2.4 Reimbursement of travel expenses incurred by consultants, contractors and non-employees will be as specified in an agreement with the STO. The STO prefers travel expenses of consultants, contractors and non-employees to be included in the fees specified in the agreement.
- 2.5 Prior approval of the State Treasurer or Assistant Treasurer is required for the following:
 - 2.5.1 Out-of-state travel;
 - 2.5.2 Non-STO conferences;

2.5.3 When personal travel is combined with business travel; and

2.5.4 Travel funded by a source other than the STO (such travel must comply with the West Virginia Code and West Virginia Ethics Commission rules, guidelines and opinions).

2.6 Travelers are encouraged to use state contract travel service providers for air travel, rental vehicles and lodging.

2.7 Certain fees and expenses may be direct billed to or paid in advance by the STO if arrangements have been made with the STO Administration Division.

§112-14-3. Reimbursement.

3.1 Travel expense accounts must be filed to obtain reimbursement, and should be filed at least on a monthly basis.

3.2 The STO will not reimburse an employee for any expense paid by another source for the same expense.

3.3 Expense reimbursements are limited to the amounts authorized by the U.S. General Services Administration ("GSA").

§112-14-4. Meals.

4.1 Meal expenses are reimbursable only for travel requiring overnight lodging.

4.2 Meal reimbursement is allowed when lodging is "gratis" or provided at no charge.

§112-14-5. Transportation.

5.1 Reimbursement will be made for the actual costs incurred for bus, train or coach air travel, vehicle rental, state-owned vehicle usage, taxi and shuttle service, tolls and parking.

5.2 Commercial Airlines

5.2.1 Allowable reimbursement for commercial airline travel shall include the actual cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in a lower fare.

5.2.2 Travelers may not specify a particular airline to accumulate mileage or promotional plans such as frequent flyer programs if it results in a higher fare.

5.2.3 Refundable or unused airline tickets shall be returned immediately to the ticket issuer for proper credit or refund.

5.2.4 All airline ticket credits, rebates or refunds must be sent to the STO.

5.3 Ground Transportation

5.3.1 An employee must possess a valid operator's license to drive a vehicle.

5.3.2 The vehicle operator is responsible for following all applicable laws and requirements while driving and for any fines and/or penalties resulting from citations, charges or warrants attributable to the operator. Such fines and/or penalties are not reimbursable expenses.

5.4 Private Vehicles

5.4.1 Mileage allowance for privately owned vehicles engaged in State business will be based on the GSA rate in effect at the time of the travel. The rate is intended to cover all operating costs such as fuel, maintenance, insurance, etc., and no additional reimbursement will be made for such expenses.

5.4.2 The mileage allowance will be based on the shortest route to and from the destination.

5.4.3 When a traveler requests to drive his or her personal vehicle rather than fly for business, reimbursement shall be based on actual in-transit expenses (mileage and other costs incurred while in-transit, such as lodging, meals, parking, etc.) not to exceed the least expensive logical commercial airline cost plus local transportation to and from the airport and parking (where required).

5.5 State Owned Vehicles

5.5.1 State owned vehicles available to the STO may be used.

5.5.2 Expenses, such as gasoline, not chargeable to the vehicle's gas card are reimbursable.

5.5.3 Parking and tolls are reimbursable.

5.6 Commercial Rental Vehicles

Reimbursement for commercial rental vehicles will be made at actual cost for the daily rental charge for a mid-size or smaller vehicle, plus mileage fees and fuel costs.

5.7 Other Ground Transportation

5.7.1 Transportation by bus, train, shuttle or taxi shall be at the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare.

5.7.2 Travelers are encouraged to use courtesy transportation provided by a hotel/motel or other service facility.

§112-14-6. Lodging.

6.1 Lodging for an employee traveling on State business is reimbursable where the distance is more than fifty (50) miles from his or her official work location or home, whichever is the shorter distance, and an overnight stay is required.

6.2 Reimbursement is limited to actual hotel charges for the least expensive single room rate available including all applicable taxes and surcharges.

6.3 If more than one employee shares a room, one of the employees may claim the total charge at the rate charged for that number of persons in one room; or, they may request the charge be split between them accordingly. Each one will need to be referenced on the other's expense report.

§112-14-7. Registration Fees.

7.1 Registration fees for meetings, conferences, seminars, and/or workshops are reimbursable.

§112-14-8. Other Expenses.

8.1 Other business-related expenses incurred while traveling on behalf of the STO and not personal to the traveler may be reimbursed. This includes, but is not limited to, baggage, luggage, transfer, storage, copying, communication (internet, local and long distance calls and faxes), and related fees and expenses.

8.2 Valet charges will only be reimbursed where self-parking is not available or where self-parking costs more than valet parking.

- 8.3 Fees and expenses personal to the traveler are not reimbursable, including, without limitation, laundry, physical fitness areas, spas, travel or life insurance, entertainment, clothing and similar fees and expenses.
- 8.4 When a non-employee accompanies STO employees on official business which involves overnight stays, the STO shall in no way be responsible or liable for any expenses, actions or inaction of the non-employee whatsoever.

§112-14-9. Restrictions, Exceptions or Waivers.

- 9.1 The State Treasurer reserves the right to restrict travel or to grant an exception or waiver to any provision of this rule, and to revoke, suspend, rescind or amend this rule at any time.