



GLEN B. GAINER, JR.  
STATE AUDITOR

STATE OF WEST VIRGINIA  
OFFICE OF STATE AUDITOR  
CHARLESTON 25305

June 29, 1988

*Replaced  
Aug 9, 1989*

The Honorable Ken Hechler  
Secretary of State  
The State Capitol  
Charleston, West Virginia

Dear Mr. Secretary,

Please find herewith rules and regulations concerning travel by the State Auditor's Office, as required by the West Virginia Code #12-3-11.

These regulations are effective as of July 1, 1988.

Sincerely yours,

GLEN B. GAINER, JR.  
STATE AUDITOR

GBGJR:jb

FILED

1988 JUN 30 AM 4: 23

SECRETARY OF STATE

WV Adm. Reg. 12-6  
Series VI

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OFFICE OF THE  
SECRETARY OF STATE

WEST VIRGINIA ADMINISTRATIVE REGULATIONS

State Auditor's Office

Chapter 12-6

Series VI

1988

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS

STATE AUDITOR'S OFFICE

Chapter 12-3

Series VI

Subject: State Auditor's Office Travel Regulations

OFFICE OF THE  
SECRETARY OF STATE

1988 JUN 30 AM 4: 23

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Section 1. General

1.01. Scope - These regulations implement the provisions of section eleven, article three, chapter twelve of the Code of West Virginia, 1931, as amended.

1.02. Authority - These regulations are issued under the authority of the above-mentioned code section, which provides, among other things, that the State Auditor shall promulgate rules and regulations governing travel by Auditor's Office employees on behalf of the State of West Virginia.

1.03. Effective Date - These regulations are promulgated and become effective on the 1st day of July, 1988, and supersede all previous travel regulations relating to employees of the State Auditor's Office.

Section 2. In-State Travel

2.01. General Purpose - In-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

2.02. Filing Claims For Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the provided green travel form, along with travel, hotel and other allowable expense receipts.

(b) Daily Allowances - Daily allowances for in-state travel shall be subject to:

- (1) Meals: Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of Thirty Dollars (\$30) per day for travel within the State of West Virginia where the distance from the home station is over twenty-five (25) miles. Meals are allowed when lodging is listed as "gratis" or "no charge."
- (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty-five cents (25¢) per mile, plus parking, garage fees, toll bridge and turnpike charges, where necessary and applicable.
- (3) Lodging: Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Telephone charges are reimbursable.
- (4) Registration Fees: Registration fees at meetings or conferences must be supported by a receipt.

(5) Tips and Gratuities: Tips or gratuities shall not exceed fifteen (15) percent of the cost of allowable hotel charges and meals.

(6) Baggage: Necessary charges for additional baggage transportation charges shall be reimbursed, as shall actual costs incurred in the transfer and storage of luggage.

### Section 3. Out-of-State Travel

3.01. General Purpose - Out-of-state travel costs will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the written approval of the State Auditor or Chief Clerk before reimbursement is made.

#### 3.02. Filing Claims For Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the provided yellow travel form, along with travel, hotel and other allowable expense receipts. (Air travel stubs or receipts, where applicable, must be attached to the expense account.)

(b) Daily Allowances - Daily allowances for out-of-state travel shall be as follows:

(1) Meals: Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of Thirty-Five Dollars (\$35) per day. In major cities and metropolitan areas, the reimbursable cost for meals shall be increased to a maximum of Forty Dollars

(\$40) per day. Meals are allowed when lodging is listed as "gratis" or "no charge."

(2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. Reimbursement for travel in privately owned vehicles will be governed by Section 4 of these Regulations.

(3) Lodging: Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for laundry and valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Telephone charges are reimbursable,

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Section 4. Use of Privately Owned Vehicles for Out-of-State Travel

4.01. General Purpose - No out-of-state travel in privately owned vehicles shall be made at State expense without the prior written approval of the State Auditor or Chief Clerk.

4.02. Maximum Allowances - Maximum mileage allowances for use of privately owned vehicles will be twenty-five cents (25¢) per mile; provided, that the reimbursable costs permitted for out-of-state travel, in privately owned vehicles to and from such official meetings, shall not exceed the cost of an air coach fare round-trip ticket to and from the site of such official meeting.

4.03. Toll Charges - Toll bridge and turnpike charges may be included as an additional item, but must be substantiated by receipts.

Section 5. Miscellaneous Provisions

5.01. Personal Services - Expenses for personal services such as laundry or valet service are not allowable.

5.02. Personal Baggage - Reimbursement for transportation of personal baggage shall not exceed ten (10) percent of the air or train fare.

5.03. Spouses Accompanying Employees - When spouses accompany employees on in-state or out-of-state official business which involves overnight stays, they shall be subject to the following regulations and limitations.

(a) Reimbursement Provisions - The Office of the State Auditor will reimburse the employee for only eighty (80) percent of the employee's hotel or motel lodging expense. However, if the rate is the

same whether single or double, the employee will be reimbursed at one hundred percent (100%) of the lodging expense.

(b) Employee Responsibility - The employee is responsible for meals, travel and other miscellaneous expenses of the spouse.

(c) Insurance Coverage - Where spouses accompany employees on such trips, it is the responsibility of the employees to provide accident insurance coverage; the Office of the State Auditor shall in no way be liable.

5.04. Greenbrier Hotel Trips - The daily charge for room and board will be reimbursed to employees attending official meetings or functions being held at the Greenbrier Hotel. If an employee's spouse accompanies the employee to the Greenbrier, reimbursement will be made in the amount of eight (80) percent for double occupancy.

5.05. Regulation Changes - The State Auditor reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.

WEST VIRGINIA ADMINISTRATIVE REGULATIONS

State Auditor's Office

Chapter 12-6

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OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS

STATE AUDITOR'S OFFICE

Chapter 12-3  
Series VI

Subject: State Auditor's Office Travel Regulations

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Section 1. General

1.01. Scope - These regulations implement the provisions of section eleven, article three, chapter twelve of the Code of West Virginia, 1931, as amended.

1.02. Authority - These regulations are issued under the authority of the above-mentioned code section, which provides, among other things, that the State Auditor shall promulgate rules and regulations governing travel by Auditor's Office employees on behalf of the State of West Virginia.

1.03. Effective Date - These regulations are promulgated and become effective on the 1st day of July, 1988, and supersede all previous travel regulations relating to employees of the State Auditor's Office.

Section 2. In-State Travel

2.01. General Purpose - In-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

2.02. Filing Claims For Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the provided green travel form, along with travel, hotel and other allowable expense receipts.

(b) Daily Allowances - Daily allowances for in-state travel shall be subject to:

(1) Meals: Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of Thirty Dollars (\$30) per day for travel within the State of West Virginia where the distance from the home station is over twenty-five (25) miles. Meals are allowed when lodging is listed as "gratis" or "no charge."

(2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty-five cents (25¢) per mile, plus parking, garage fees, toll bridge and turnpike charges, where necessary and applicable.

(3) Lodging: Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Telephone charges are reimbursable.

(4) Registration Fees: Registration fees at meetings or conferences must be supported by a receipt.

(5) Tips and Gratuities: Tips or gratuities shall not exceed fifteen (15) percent of the cost of allowable hotel charges and meals.

(6) Baggage: Necessary charges for additional baggage transportation charges shall be reimbursed, as shall actual costs incurred in the transfer and storage of luggage.

Section 3. Out-of-State Travel

3.01. General Purpose - Out-of-state travel costs will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the written approval of the State Auditor or Chief Clerk before reimbursement is made.

3.02. Filing Claims For Reimbursement

(a) Itemized Expense Account - An actual itemized expense account must be filed on the provided yellow travel form, along with travel, hotel and other allowable expense receipts. (Air travel stubs or receipts, where applicable, must be attached to the expense account.)

(b) Daily Allowances - Daily allowances for out-of-state travel shall be as follows:

(1) Meals: Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of Thirty-Five Dollars (\$35) per day. In major cities and metropolitan areas, the reimbursable cost for meals shall be increased to a maximum of Forty Dollars

(\$40) per day. Meals are allowed when lodging is listed as "gratis" or "no charge."

(2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. Reimbursement for travel in privately owned vehicles will be governed by Section 4 of these Regulations.

(3) Lodging: Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for laundry and valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Telephone charges are reimbursable,

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Section 4. Use of Privately Owned Vehicles for Out-of-State Travel

4.01. General Purpose - No out-of-state travel in privately owned vehicles shall be made at State expense without the prior written approval of the State Auditor or Chief Clerk.

4.02. Maximum Allowances - Maximum mileage allowances for use of privately owned vehicles will be twenty-five cents (25c) per mile; provided, that the reimbursable costs permitted for out-of-state travel, in privately owned vehicles to and from such official meetings, shall not exceed the cost of an air coach fare round-trip ticket to and from the site of such official meeting.

4.03. Toll Charges - Toll bridge and turnpike charges may be included as an additional item, but must be substantiated by receipts.

Section 5. Miscellaneous Provisions

5.01. Personal Services - Expenses for personal services such as laundry or valet service are not allowable.

5.02. Personal Baggage - Reimbursement for transportation of personal baggage shall not exceed ten (10) percent of the air or train fare.

5.03. Spouses Accompanying Employees - When spouses accompany employees on in-state or out-of-state official business which involves overnight stays, they shall be subject to the following regulations and limitations.

(a) Reimbursement Provisions - The Office of the State Auditor will reimburse the employee for only eighty (80) percent of the employee's hotel or motel lodging expense. However, if the rate is the

same whether single or double, the employee will be reimbursed at one hundred percent (100%) of the lodging expense.

(b) Employee Responsibility - The employee is responsible for meals, travel and other miscellaneous expenses of the spouse.

(c) Insurance Coverage - Where spouses accompany employees on such trips, it is the responsibility of the employees to provide accident insurance coverage; the Office of the State Auditor shall in no way be liable.

5.04. Greenbrier Hotel Trips - The daily charge for room and board will be reimbursed to employees attending official meetings or functions being held at the Greenbrier Hotel. If an employee's spouse accompanies the employee to the Greenbrier, reimbursement will be made in the amount of eight (80) percent for double occupancy.

5.05. Advance Allowance - The requisition for an advance allowance shall carry the following certification:

"I hereby certify that the above advance allowance requisitioned in the name of \_\_\_\_\_ is being requested pursuant to compliance with the Rules and Regulations of the State Auditor."

5.06. Regulation Changes - The State Auditor reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
State Auditor's Office

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

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Section 2. In-State Travel

2.01. General Purpose - In-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

2.02. Filing Claims For Reimbursement

(a) Itemized Expense Account - An actual itemized expense

account must be filed on the provided green travel form, along with travel, hotel and other allowable expense receipts.

(b) Daily Allowances - Daily allowances for in-state travel shall be subject to:

- (1) Meals: Reimbursement will be made for the actual cost of meals while absent from official stations, with a maximum of Twenty Dollars (\$20.00) per day for travel within the State of West Virginia where the distance from the home station is over twenty-five (25) miles. Meals are allowed when lodging is listed as "gratis" or "no charge."
- (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty-five cents (25¢) per mile, plus parking, garage fees, toll bridge and turnpike charges, where necessary and applicable.
- (3) Lodging: Employees traveling on State business will be reimbursed in an amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense amount. Telephone charges are reimbursable.

C. Meal Allowances - For an employee to qualify for any reimbursement of expenses other than transportation expenses, he must be away from home overnight. There are two exceptions to this requirement for in-state or out-of-state travel:

1. For an employee who is away from his designated headquarters and has been on duty two hours or more in excess of his normal work day, a meal allowance limited to \$15.00 will be permitted for in-state travel and \$20.00 for out-of-state travel and may be reflected on the employee's expense account.

2. Meals will be permitted for officers or counselors and hospital employees when transporting clients, prisoners or patients when documented by receipt.

Meals are allowed when lodging is listed as "gratis" or "no charge" but it must be noted on the voucher that no charge was made for lodging.

Meal allowance costs will be limited to twenty dollars (\$20.00) per day for in-state travel, and twenty-five dollars (\$25.00) per day for out-of-state travel.

In cases where an employee is on an extended trip, i.e., a trip which includes at least one night's lodging, meal costs will be allowed on both the day that he leaves home and on the day he returns from the trip, to the extent that his leaving and arrival time includes such time as is normally utilized for a meal. Costs in such cases shall not exceed \$15.00 per day for in-state and \$20.00 per day for out-of-state travel. However, when an employee is on an extended trip, and on the day of departure leaves at least two (2) hours earlier than the starting time of a normal working day, or on the day of arrival returns at least two hours later than he would complete a normal working day then the employee can be reimbursed for the full meal allowance of \$20.00 in-state or \$25.00 out-of-state. The employee should show on the Travel Expense Account form the actual time of departure or arrival, when requesting the \$20.00 (or \$25.00). Departure and arrivals on Saturday, Sunday or holidays are subject to the \$15.00 in-state and \$20.00 out-of-state rule.

D. Duplicate Reimbursements - Notwithstanding any provision of these rules and regulations to the contrary, no official or employee may request or receive from the State reimbursement for any expense incurred in instances in which such expenses have been paid or are to be paid by any other person, firm, corporation, partnership, association or any other third party. No official or employee shall receive reimbursement for any expense actually incurred in instances in which such expenses have been paid or are to be paid by the State as part of a registration fee. In cases where a meal or meals are provided in the registration fee the employee must subtract the following amounts from the days meal allowance \$5.00 for breakfast, \$5.00 for lunch, \$10.00 for dinner in-state or \$15.00 for dinner out-of-state.

Section II. Transportation

A. Motor Vehicle - Reimbursement for the use of employee's personal car in connection with State business will be at the rate of twenty cents (.20) per mile. Such reimbursement rate shall apply between the employee's headquarters and any designated location of work as approved by his department head. There will be no reimbursement of expense for commuting purposes other

(4) Registration Fees: Registration fees at meetings or conferences must be supported by a receipt.

(5) Tips and Gratuities: Tips or gratuities shall not exceed fifteen (15) percent of the cost of allowable hotel charges and meals.

(6) Baggage: Necessary charges for additional baggage transportation charges shall be reimbursed, as shall actual costs incurred in the transfer and storage of luggage.

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(2) Transporation: Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. Reimbursement for travel in privately owned vehicles will be governed by Section 4 of these Regulations.

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4.01. General Purpose - No out-of-state travel in privately owned vehicles shall be made at State expense without the prior written approval of the State Auditor or Chief Clerk.

4.02. Maximum Allowances - Maximum mileage allowances for use of privately owned vehicles will be twenty-five cents (25¢) per mile; provided, that the reimbursable costs permitted for out-of-state travel, in privately owned vehicles to and from such official meetings, shall not exceed the cost of an air coach fare round-trip ticket to and from the site of such official meeting.

4.03. Toll Charges - Toll bridge and turnpike charges may be included as an additional item, but must be substantiated by receipts.

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(c) Insurance Coverage - Where spouses accompany employees on such trips, it is the responsibility of the employees to provide accident insurance coverage; the Office of the State Auditor shall in no way be liable.

5.04. Greenbrier Hotel Trips - The daily charge for room and board will be reimbursed to employees attending official meetings or functions being held at The Greenbrier Hotel. If an employee's spouse accompanies the employee to The Greenbrier, reimbursement will be made in the amount of eighty (80) percent for double occupancy.

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GLEN B. GAINER, JR.  
STATE AUDITOR  
AND  
COMMISSIONER OF SECURITIES

STATE OF WEST VIRGINIA  
**STATE AUDITOR'S OFFICE**  
CHARLESTON  
25305

JACK HALL  
DEPUTY SECURITIES COMMISSIONER  
AREA CODE 304  
PHONE 348-2257

April 18, 1984

The Honorable A. James Manchin  
Secretary of State  
Capitol Complex  
Charleston, West Virginia 25305

Dear Secretary Manchin:

Pursuant to Chapter 29, Article 3, Section 13 and acts of the 1984 Legislature, the Securities Division of the State Auditor's Office was authorized to promulgate the following rules and regulations as amended.

Enclosed are two copies of those rules and regulations with amendments authorized by the Legislature in Senate Bill No. 425. The effective date of these rules and regulations is June 1, 1984.

Sincerely,

Jack Hall  
Deputy Commissioner of Securities

JH/ab

Enclosures

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE April 18, 1984  
Administrative Law Division

CERTIFICATION

The Legislative Rules filed on December 21, 1983 in the Office of the Secretary of State of West Virginia, are promulgated, in final form, pursuant to Chapter 32, Code of West Virginia, as amended. Said Legislative Rules, as amended, were authorized by the 1984 Legislature in Senate Bill No. 425, passed March 10, 1984.

The Rules and Regulations, are certified Authentic by the Auditor of the State of West Virginia, Glen B. Gainer, Jr., by his hand and official seal set hereunto.

  
\_\_\_\_\_

Glen B. Gainer, Jr.  
State Auditor and Securities Commissioner  
For The State Of West Virginia

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE

THIS DATE 4-18-84  
Administrative Law Division