

WEST VIRGINIA ADMINISTRATIVE REGULATIONS  
Treasurer of State's Office

Chapter 12-3  
Series II  
1985 Amended

Subject: 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 Treasurer of State shall promulgate rules and regulations governing travel by Treasurer of State's Office employees on behalf of the State of West Virginia.

1.03. Effective Date - These regulations are promulgated and become effective on the 21st day of February, 1985, and supersede all previous travel regulations relating to employees of the Treasurer of State'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 Treasurer of State, Chief of Staff, or Assistant Treasurers 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

(4) Registration Fees - Registration fees at meetings or conferences must be supported by 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 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 Treasurer of State or Chief of Staff, Assistant State Treasurers.

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.

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