

July 29, 1977

FILED IN THE OFFICE OF  
SECRETARY OF STATE OF  
WEST VIRGINIA

SECRETARY OF STATE'S OFFICE

REVISED TRAVEL REGULATIONS

THIS DATE 7/29/77

The following regulations will govern travel and subsistence allowances for employees of the Secretary of State traveling on official business for the State of West Virginia as authorized by Chapter 12, Article 3, Section 11 of the West Virginia Code, 1931, as amended. The allowances set out herein shall be considered the maximum unless otherwise set forth herein. Authorization for travel expenditures shall be within the budgetary allowances for such purpose. Approved travel on official business within the state is on the basis of reimbursement for actual and necessary expenses incurred subject to any limitations set forth herein.

I. General Instructions:

1. Headquarters - Each employee of the Secretary of State shall be presumed to have their official headquarters at the State Capitol in Charleston, unless established by location within a territory; and the domicile of a field worker, inspector, examiner, or similar employee residing within the territory to which he is assigned. Where the official station is other than Charleston, the proper designation shall be shown on expense accounts. Expenses will not be allowed which are incurred at the official station or within reasonable distance (to be determined by the Secretary of State) of the official station.

2. Expense Accounts - The standard form "Travel Expense Account," will be used for all claims for traveling expenses. This form must show number and detail of expenses day by day. Receipts must accompany the form and a separate claim must be filed by each employee. All accounts of expenses incurred by State officials or employees shall be verified by affidavit of the person incurring the expenses and certified by supervisor or department head. All expenses shall be itemized in detail and no item shall be designated as miscellaneous (sundry) or by any item of like general nature. No item shall be incorporated in an expense account which is not travel related.

Notwithstanding any provisions of these rules and regulations to the contrary, no official or employee shall be permitted to receive reimbursement for any expenses actually incurred in instances in which such expenses have been paid or are to be paid by any person, firm, corporation, partnership, association or 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 a part of a registration fee.

## II. Transportation

1. Authorization - Transportation may be obtained by the usual means of public conveyance, by State-owned vehicles or by privately-owned vehicle, and expense of transportation will be reimbursed only for the cost of travel between official headquarters and the place to which his duties require an employee to

go, subject to the limitations set out herein. Field personnel, whose official headquarters is designated as a certain city within the state, shall be reimbursed mileage expenses incurred when using private car while traveling on official business within the corporate limits and vicinity of his headquarters, and when certified by his immediate supervisor or department head.

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 privately-owned vehicle is used reimbursement shall be at the rate of fifteen (15) cents per mile for the use of employee's automobile. Cost for the use of state vehicles will be in accordance with the State Motor Pool regulations.

Operations of State-owned vehicles will be confined to state officials and employees. Automobile rental will be reimbursable to the employee when used in conjunction with common carrier travel, and when substantiated by receipts. The Governor may authorize the use of private or chartered aircraft when it is in the best interests of the state.

2. Common Carrier - Receipted bills for travel by any 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.

3. State Owned Vehicles - Reimbursement will be made for storage, toll charges and other actual costs not covered by billing and from the State Motor Pool. Storage will not be

reimbursable on privately-owned vehicles. (See \* below for exception).

4. Privately-owned Vehicles - Maximum mileage allowances for use of privately-owned in-state business will be fifteen (15) cents per mile, which shall cover cost of parking and garage fees. If more than one person travels in a privately-owned vehicle and the resultant charge is less than would be required for transportation by commercial airline, \* it will be permissible for necessary storage or garage fees to be claimed for reimbursement. Toll bridges and turnpike charges may be included as an additional item but must be substantiated by receipts.

III. Subsistence:

1. Lodging - All persons traveling on state business will be reimbursed in an amount equal to their actual hotel bill for lodging only while absent from their official stations. No reimbursement will be made for extra hotel charges for radio, television, laundry and/or valet charges, and personal telephone calls. A receipt for the amount paid for hotel rooms must be submitted with the original expense account. Reimbursement for hotel expenses shall not be made for an employee's spouse. In cases of double occupancy, hotel reimbursements will be made on the basis of the single occupancy rate, not to exceed 80% of actual room cost. No meals are reimbursed for employee's spouse.

2. Federal Excise Tax - As a governmental unit, the state is not exempt from federal excise tax on transportation.

3. Meals In-State Travel - Reimbursement will be made for actual cost of meals while absent from official station, to a maximum of fifteen (\$15.00) dollars per day, for travel within the State of West of West Virginia. Said maximum allowances shall not be arrived at by average of days, but a purely day by day maximum, per diem. When breakfasts are available at the domicile, no reimbursement for same is to be included in the expense total per diem. The sole responsibility of an expense account being filed with unauthorized charges rests with the department head and/or immediate supervisor, who shall be held accountable. When the Department head and/or immediate supervisor processes an expense account for an individual, they are certifying to the State Auditor that those expenses are legitimate and authorized.

IV. Out-of-State Travel:

Costs for out-of-state travel will be reimbursed only for travel deemed necessary for the proper conduct of the state's business.

V. Itemization:

In preparing expense accounts, a detailed list of all expenses for hotel bills and meals shall be listed and shown separately. Hotel lodging bills for travel outside the state may not exceed the actual amount incurred and meals will be reimbursed in an amount not to exceed fifteen dollars (\$15.00) per day.

VI. Miscellaneous:

1. Registration Fees - Registration fees at conventions must be supported by receipts and are limited to actual amount incurred.

2. Tips and Gratuities - Reimbursement for tips and gratuities will not be allowed unless included in the maximum allowance for meals. Expenditures for laundry, valet service, insurance, entertainment, etc., are personal charges and will not be permitted.

3. Baggage - 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 check-out (first and last day).

4. Out-of-State Travel in Privately-owned Vehicle - Reimbursement for automobile travel enroute to and from a destination outside the state (mileage, hotel and meals), shall not exceed the first class fare by commercial airlines.

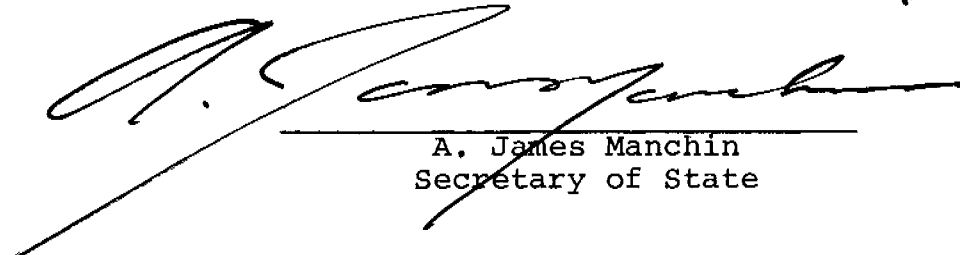
5. Advance Allowance - The requisition for an advance allowance shall carry the following certification:

"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 Secretary of State."

VII. Credit Cards:

Reimbursement will be made only to the official or employee on travel status, with the exception of gasoline and oil purchased for a state car by specific credit card for such car, and for air travel and car rental charged direct to a department by credit card.

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WEST VIRGINIA

  
A. James Manchin  
Secretary of State

THIS DATE 7/29/77