



STATE OF WEST VIRGINIA
OFFICE OF THE TREASURER OF STATE
CHARLESTON 25305

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

THOMAS E. LOEHR
TREASURER OF STATE

August 7, 1989

The Honorable Ken Hechler
Secretary of State
State Capitol Complex
Charleston, West Virginia 25305

Dear Secretary Hechler,

As per the requirements of the West Virginia Code § 12-3-11 attached are rules and regulations concerning travel by the personnel in the State Treasurer's Office. These amended regulations are effective as of August 10, 1989.

If you have any questions or comments, please contact H. Craig Slaughter, Chief of Staff.

Very truly yours,

Thomas E. Loehr
Treasurer of State

TEL:cjb

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Office of the State Treasurer

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Chapter 12-3
Series II
1989 Amended

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Subject: Travel Regulations

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WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Office of the State Treasurer

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West Virginia Administration Regulations
Office of the State Treasurer

Chapter 12-3
Series II

Subject: State Treasurer's Office Travel Regulations

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

1.03. Effective Date - These regulations are promulgated and become effective on the 25th day of April, 1988, and supersede all previous travel regulations relating to employees of the Office of the State Treasurer.

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 one-way. 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 and taxi service where necessary. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty cents (20¢) 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 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 Treasurer, Chief of Staff or Assistant State 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 applicable travel forms, 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, but shall not exceed Forty-Five Dollars (\$45) per day. In major cities and metropolitan areas, the reimbursable

cost for meals shall be increased to a maximum of Seventy-Five Dollars (\$75) per day. Reimbursement of meals is allowed when lodging is listed at "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 and the actual cost of taxi service. 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 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.

(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 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 Treasurer, Chief of Staff, or Assistant Treasurer.

4.02. Maximum Allowances - Maximum mileage allowances for use of privately owned vehicles will be twenty cents (20¢) 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.

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 Treasurer 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 (100) percent 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 Treasurer shall in no way be liable.

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