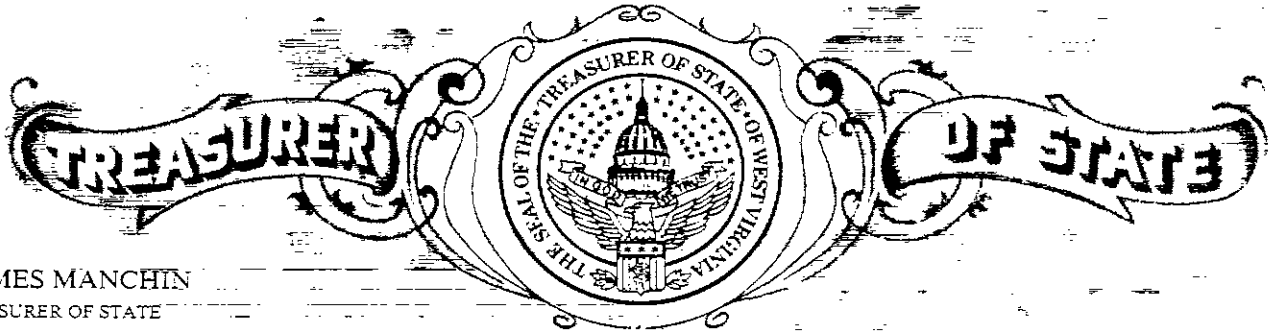


UNITED STATES OF AMERICA,
STATE OF WEST VIRGINIA



A. JAMES MANCHIN
TREASURER OF STATE

June 24, 1988

The Honorable Ken Hechler
Secretary of State
The State Capitol

Dear Secretary Hechler:

As per the requirements of the West Virginia Code §12-3-11 attached are rules and regulations concerning travel by the Treasurer of State's Office. These amended regulations are effective as of July 1, 1988.

If you require any additional information, please feel free to call Jerry Simpson of my staff.

May the bright Morning Star be a lamp unto our feet.

And being with sentiments of respect, I am

Your public servant,

A. James Manchin
Treasurer of State

cc: Glen Gainer
State Auditor

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SECRETARY OF STATE

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Treasurer of State's Office

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- 2.02 Filing Claims for Reimbursement

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OFFICE OF THE
SECRETARY OF STATE

Subject: Treasurer of State'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 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 25th day of April, 1988, 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 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. 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 charge 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 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 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 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. 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.

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(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, Chief of Staff, or Assistant Treasurer of State.

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 Treasurer of State's Office 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 Treasurer of State's Office 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

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employee's spouse accompanies the employee to The Greenbrier, reimbursement will be made in the amount of eighty (80) percent for double occupancy.

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

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(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.

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employee's spouse accompanies the employee to The Greenbrier, reimbursement will be made in the amount of eighty (80) percent for double occupancy.

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

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