

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.

THE STATE OF CALIFORNIA  
COUNTY OF [REDACTED]

BEFORE ME, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

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

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.

(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.

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.

(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 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 State Treasurer reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.

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