



STATE OF WEST VIRGINIA  
OFFICE OF THE GOVERNOR  
CHARLESTON 25305

JOHN D. ROCKEFELLER IV  
GOVERNOR

June 16, 1982

Honorable A. James Manchin  
Secretary of State  
Room W-157  
State Capitol Building  
Charleston, West Virginia 25305

Dear Secretary Manchin:

Pursuant to Chapter 29A, Article 3, Section 5, of the West Virginia Code of 1931, as amended, the Department of Finance and Administration received comments on the proposed amendments changes to the Travel Regulations from interested parties between the hours of 1:00 p.m. and 4:30 p.m., on Tuesday, June 8, 1982. This is to notify you that the amendments are to be adopted as proposed, effective July 1, 1982.

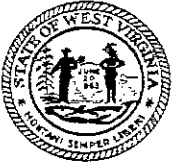
Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Rockefeller IV".

John D. Rockefeller IV

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE 6/17/82  
Administrative Law Division



STATE OF WEST VIRGINIA  
OFFICE OF THE GOVERNOR  
CHARLESTON 25305

April 26, 1982

JOHN D. ROCKEFELLER IV  
GOVERNOR

Honorable A. James Manchin  
Secretary of State  
Room W-157  
State Capitol Building  
Charleston, West Virginia 25305

Dear Secretary Manchin:

Please find attached proposed amendments to the Travel Regulations and notice thereof. Commissioner Margolin of the Department of Finance and Administration will be able to answer any questions you may have regarding these regulation amendments.

Sincerely,

A handwritten signature in cursive script, appearing to read "John D. Rockefeller IV".

John D. Rockefeller IV

cc: Arnold T. Margolin  
Commissioner  
Finance and Administration

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE 4/26/82



STATE OF WEST VIRGINIA  
OFFICE OF THE GOVERNOR  
CHARLESTON 25305

JOHN D. ROCKEFELLER IV  
GOVERNOR

M E M O R A N D U M

TO: Honorable A. James Manchin  
Secretary of State

FROM: John D. Rockefeller IV *JDR*

SUBJECT: Fiscal Note for Proposed Amendments to  
Travel Regulations

DATE: April 26, 1982

Pursuant to Chapter 29A, Article 3, Section 4 of the West Virginia Code of 1931, as amended, the objective of proposed amendments to the Travel Regulations is to increase from \$3.00 to \$7.00 the meal allowance for employees who are away from their designated headquarters and have been on duty two hours or more in excess of their normal work day. Additionally, the deletion of the last paragraph of Section 3 of the Regulations will eliminate confusion regarding reimbursement for meals.

While these changes in the Travel Regulations will cause an increase in the amount of reimbursement to State employees from the State, information is not available which would allow for an accurate estimate of the cost. It is believed that the increase in meal allowance is not only reasonable but also necessary to provide employees a realistic reimbursement for meals.

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS P. --- 4/26/82



STATE OF WEST VIRGINIA  
OFFICE OF THE GOVERNOR  
CHARLESTON 25305

JOHN D. ROCKEFELLER IV  
GOVERNOR

M E M O R A N D U M

TO: ALL INTERESTED PARTIES  
FROM: John D. Rockefeller IV *JDR IV*  
SUBJECT: Notice of Time, Date and Place for Receipt  
of Public Comment  
DATE: April 26, 1982

Pursuant to Chapter 29A, Article 3, Section 5, of the West Virginia Code of 1931, as amended, notice is hereby given to interested parties that they may submit comment orally or in writing between the hours of 1:00 p.m. and 4:30 p.m., on Tuesday, June 8, 1982, at the Department of Finance and Administration, Room W-116, State Capitol Building, Charleston, West Virginia 25305, concerning the proposed amendments to the Travel Regulations.

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE 4/26/82

The following amendments are proposed to the Travel Regulations currently on file with the Secretary of State's Office which governs the reimbursement for travel costs and other expenses for West Virginia State employees as authorized by Chapter 12, Article 3, Section 11 of the West Virginia Code, 1931, as amended.

- (1) Subsection a, Section 3, entitled "Meal Allowances", (p.3), shall be amended to permit a meal allowance limited to \$7.00 for an employee who is away from his designated headquarters and has been on duty two hours or more in excess of his normal work day.
- (2) The last paragraph of Section 3, entitled "Meal Allowances", (p.3), shall be deleted.

Thus Section 3, entitled "Meal Allowances" shall now read in its entirety:

3. Meal Allowances - For an employee to qualify for any reimbursement of expenses other than transportation expenses, he must be away from home overnight. There are two exceptions to this requirement for in-state travel:
  - (a) For an employee who is away from his designated headquarters and has been on duty two hours or more in excess of his normal work day, a meal allowance limited to \$7.00 will be permitted and may be reflected on the employee's expense account.
  - (b) Meals will be permitted for officers or counselors and hospital employees when transporting clients, prisoners or patients when documented by receipt.

Meals are allowed when lodging is listed as "gratis" or "no charge" but it must be noted on the voucher that no charge was made for lodging.

In the case of out-of-state travel, an employee may be reimbursed for meal costs on trips started and completed in the same day.

Overall meal allowance costs for either in-state or out-of-state travel will be limited to fifteen dollars (\$15.00) per day.

FILED IN THE OFFICE OF  
A. JAMES MANCHIN  
SECRETARY OF STATE  
THIS DATE 4/26/52