

STATE OF WEST VIRGINIA  
ADJUTANT GENERAL'S DEPARTMENT  
CHARLESTON 25311

WVMR(ARMY) 37-26\*  
WVMR(AIR) 177-1\*

WV MILITARY REGULATIONS (ARMY)  
NUMBER 37-26  
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FINANCIAL ADMINISTRATION

MILEAGE AND SUBSISTENCE ALLOWANCES PAID FROM STATE FUNDS  
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*Series 76*

SECTION I - TRAVEL WITHIN STATE  
SECTION II - OUT-OF-STATE TRAVEL

SECTION I - TRAVEL WITHIN STATE

1. General Instructions.

a. Approved travel on official business within the State is on the basis of reimbursement for actual and necessary expenses incurred, subject to the limitations set forth herein. Receipts are required for all items or fares except for meals and taxi fares.

b. The standard form, "Traveling Expense Account" will be used for all claims for traveling expenses within the State. This form must show number and detail of expenses day-by-day. Receipts must accompany this form and a separate claim for expenses must be filed by each person. Traveling Expense Accounts will be submitted to this office in triplicate, each copy signed and notarized, and purpose of trip will be stated on reverse.

2. Transportation.

a. Transportation may be obtained by the usual means of public conveyance, by government or state-owned vehicle, 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/her duties require an employee to go. Expense for returning to domicile or headquarters over weekends or holidays will not be reimbursable unless the expense is no greater than would have been incurred were the employee to have remained in the field.

b. Common Carrier. Reimbursement will be made for actual cost of ticket. Receipt in the form of ticket stub must be submitted with the expense account.

c. State-Owned Vehicles. Reimbursement will be made for cost of gas and oil, parking meters, overnight storage, and ferriage, turnpike or bridge tolls. Gas and oil are to be purchased at Department of Highways' garages whenever possible. Receipt should be obtained for ferriage, turnpike or bridge tolls and submitted with voucher.

\*This regulation supersedes WVMR(ARMY) 37-26 and WVMR(AIR) 75-1, dtd 9 May 75, and Ch 1, dtd 20 May 75

d. Privately-Owned Vehicle. 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 travel is by automobile, a state vehicle will be used unless no such vehicle is available as certified by the Director of the State Motor Pool. In the event no state vehicle is available, then reimbursement shall be at the rate of twenty (20) cents per mile for the use of the employee's automobile.

e. Federal Excise Tax. As a governmental unit, the State is exempt from the Federal Excise Tax on transportation, and no reimbursement will be made to employees for this Excise Tax in the event they fail to use certificates to obtain this exemption.

3. Subsistence.

a. Lodging. All persons traveling within the State will be reimbursed in an amount equal to their actual hotel bills while absent from their official stations. A receipt for the amount paid for hotel rooms MUST be submitted with the traveling expense account.

b. Meals. Reimbursement will be made for the actual cost of meals while absent from official station to a maximum amount of \$15.00 per day. Said maximum allowance shall not be arrived at by average of days, but a purely day-to-day per diem.

c. Itemization. In preparing expense accounts, a detailed list of all expenses for motel bills and each meal shall be shown separately.

4. Miscellaneous.

a. Tips and Gratuities. Reimbursement for tips and gratuities will not be allowed. Expenditures for laundry, valet service, entertainment, theater, etc., are personal charges and will not be allowed.

b. Baggage. Necessary charges for the transfer and storage of baggage will be allowed provided the necessity for such is explained and does not exceed five percent of the daily room rate.

5. Traveling expenses are authorized to organization commanders and staff officers designated by them to make official inspection tours of units assigned to their command. Full use must be made of federal funds available for command inspections. Others may be paid for official travel when approved by this office, but in each case they must be on official National Guard business. Where travel is performed by a member of the National Guard on other than official inspections, actual expenses may be allowed when approved by this office.

6. There will be no reimbursement for a trip of less than twenty-five (25) miles from home station.

SECTION II - OUT-OF-STATE TRAVEL

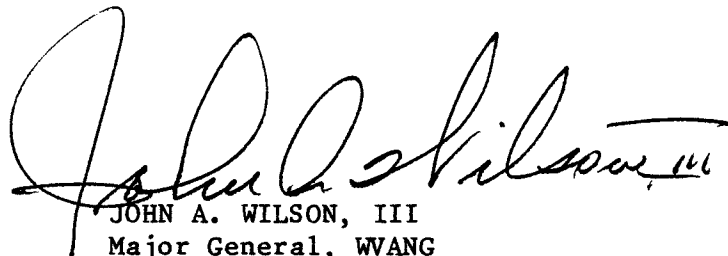
7. The instructions relative to out-of-state travel are the same as for travel within the State (see Section I, above), with the following modifications and changes:

a. At least twenty days prior to date of departure, requests for out-of-state travel must be submitted to this office for approval and transmittal to the Department of Finance and Administration. Reason for travel and estimate of cost must be included in the original request.

b. Meals may not be in excess of \$15.00 per day. Lodging will be actual cost of the lodging at the least expensive available single rate.

c. In submitting claims for reimbursement for out-of-state travel, the "Out-of-State Traveling Expense Account" (yellow form) will be submitted to this office in triplicate, each copy signed and notarized, and purpose of trip stated thereon.

FOR THE GOVERNOR:



JOHN A. WILSON, III  
Major General, WVANG  
The Adjutant General