



STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL
CHARLESTON 25305

DARRELL V. MCGRAW, JR.
ATTORNEY GENERAL

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

(304) 558-2021
FAX (304) 558-0140

July 1, 1993

Honorable Glen B. Gainer, Jr., Auditor
State Capitol Building, W-100
Charleston, WV 25305-0230

Honorable Ken Hechler
State Capitol Building, Suite 157K
Charleston, WV 25305-0770

*In effect
till
3/15/94*

Gentlemen:

In accordance with Chapter 12, Article 3, Section 11, of the Code of West Virginia, I hereby am filing with the Offices of the Auditor and Secretary of State revised travel regulations.

Sincerely yours,

THOMAS E. MORGAN
MANAGING DEPUTY ATTORNEY GENERAL

ATTORNEY GENERAL'S OFFICE TRAVEL REGULATIONS

Effective July 1, 1993

Section I - General:

Chapter 12, Article 3, Section 11, of the Code of West Virginia, as amended, provides that the State Attorney General shall promulgate rules and regulations concerning out-of-state travel for his office. In accordance with this statute, I, Darrell V. McGraw, Jr., Attorney General of West Virginia, do hereby promulgate the following rules and regulations governing travel for employees in this office. All previous travel regulations, relating to in-state and out-of-state travel by employees of this office, are hereby revoked.

Section II - In-state Travel:

- (a) In-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

Section III - Filing Claims for Reimbursement after Returning from In-state Trips:

- (a) An actual itemized expense account must be filed on a Form WVTMP 5.0, along with travel, hotel, telephone, parking and other necessary and reasonable expense receipts. Departure and arrival times are required to be stated. Only the original receipts or certified copies will be acceptable.
- (b) Daily allowances for in-state travel shall be subject to:
 - (1) Meals: Reimbursement for the actual cost of meals incurred while absent from official stations is limited to a maximum of twenty-six dollars (\$26) per day. Reimbursement for alcoholic beverages is excluded.
 - (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty-eight cents (\$.28) per mile, plus parking and garage fees, when applicable.
 - (3) Lodging: Employees traveling on State business will be reimbursed in the amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, movies, television, laundry or valet charges. An itemized receipt for the amount paid for the hotel room must

be submitted with the expense account.

- (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 percent (15%) of the cost of allowable hotel charges and meals, subject to any applicable daily limit.
- (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 IV - Out-of-state Travel:

- (a) Out-of-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

Section V - Filing Claims for Reimbursement after Returning from Out-of-State Trips:

- (a) An actual itemized expense account must be filed on a Form WVTMP 5.0, along with travel, hotel, telephone, parking and other necessary and reasonable expense receipts. Departure and arrival times are required to be stated. Only the original receipts or certified copies will be acceptable.
- (b) Daily allowances for out-of-state travel shall be subject to:
 - (1) Meals: Reimbursement for the actual costs of meals incurred while absent from official stations is limited to a maximum of Forty Dollars (\$40) per day. Reimbursement for alcoholic beverages is excluded.
 - (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty-eight cents (\$.28) per mile, plus parking and garage fees, when applicable.
 - (3) Lodging: Employees traveling on State business will be reimbursed in the amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, movies, television, laundry or valet charges. A itemized receipt for the amount paid for the hotel room must be submitted with the expense account.

- (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 percent (15%) of the cost of allowable hotel charges and meals, subject to any applicable daily limit.
- (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 VI - Miscellaneous:

- (a) Expenses for personal service such as laundry, valet service, insurance, etc., are not allowable.
- (b) Reimbursement for transportation of personal baggage shall not exceed ten percent (10%) of the air or train fare.

Section VII - Companions Accompanying Employees on Official In-state or Out-of-state Business:

- (a) When companions accompany employees on in-state or out-of-state official business which involves overnight stays, the employee shall be subject to the following regulations and limitations:
 - (1) The Office of the Attorney General will reimburse the employee only for the cost of the employee's lodging expense.
 - (2) The employee is responsible for meals, travel and other miscellaneous expenses of the companion.
 - (3) When companions accompany employees on such trips, it is the responsibility of the employee to provide accident insurance coverage; the Office of the Attorney General shall in no way be liable.

The Attorney General reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.



STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL
CHARLESTON 25305

MARIO J. PALUMBO
ATTORNEY GENERAL

RICHARD L. GOTTLIEB
CHIEF DEPUTY ATTORNEY GENERAL

June 16, 1992

(304) 348-2021
FAX 348-0140

Honorable Glen B. Gainer, Jr., Auditor
State Capitol Building, W-100
Charleston, WV 25305-0230

Honorable Ken Hechler
State Capitol Building, Suite 157K
Charleston, WV 25305-0770

Gentlemen:

In accordance with Chapter 12, Article 3, Section 11, of the Code of West Virginia, I hereby am filing with the Offices of the Auditor and Secretary of State revised travel regulations. These regulations are to be effective July 1, 1992.

Very truly yours,

MARIO J. PALUMBO
ATTORNEY GENERAL

MJP/jy

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OFFICE OF THE ATTORNEY GENERAL
SECRETARY OF STATE

ATTORNEY GENERAL'S OFFICE TRAVEL REGULATIONS

Effective July 1, 1992

Section I - General:

Chapter 12, Article 3, Section 11, of the Code of West Virginia, as amended, provides that the State Attorney General shall promulgate rules and regulations concerning out-of-state travel for his office. In accordance with this statute, I, Mario J. Palumbo, Attorney General of West Virginia, do hereby promulgate the following rules and regulations governing travel for employees in this office. All previous travel regulations, relating to in-state and out-of-state travel by employees of this office, are hereby revoked.

Section II - In-state Travel:

- (a) In-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

Section III - Filing Claims for Reimbursement after Returning from In-state Trips:

- (a) An actual itemized expense account must be filed on a Form WVTMP 5.0, along with travel, hotel, telephone, parking and other necessary and reasonable expense receipts. Departure and arrival times are required to be stated. Only the original receipts or certified copies will be acceptable.
- (b) Daily allowances for in-state travel shall be subject to:
 - (1) Meals: Reimbursement for the actual cost of meals incurred while absent from official stations is limited to a maximum of twenty-six dollars (\$26) per day. Reimbursement for alcoholic beverages is excluded.
 - (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty six cents (\$.26) per mile, plus parking and garage fees, when applicable. After December 31, 1992 the mileage allowance will be twenty-seven and one-half cents (\$.275) per mile.
 - (3) Lodging: Employees traveling on State business will be reimbursed in the amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, movies,

OFFICE OF THE ATTORNEY GENERAL
SECRETARIAT OF STATE
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television, laundry or valet charges. An itemized receipt for the amount paid for the hotel room must be submitted with the expense account.

- (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 percent (15%) of the cost of allowable hotel charges and meals, subject to any applicable daily limit.
- (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 IV - Out-of-state Travel:

- (a) Out-of-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business.

Section V - Filing Claims for Reimbursement after Returning from Out-of-State Trips:

- (a) An actual itemized expense account must be filed on a Form WVTMP 5.0, along with travel, hotel, telephone, parking and other necessary and reasonable expense receipts. Departure and arrival times are required to be stated. Only the original receipts or certified copies will be acceptable.
- (b) Daily allowances for out-of-state travel shall be subject to:
 - (1) Meals: Reimbursement for the actual costs of meals incurred while absent from official stations is limited to a maximum of Forty Dollars (\$40) per day. Reimbursement for alcoholic beverages is excluded.
 - (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty-six cents (\$.26) per mile, plus parking and garage fees, when applicable. After December 31, 1992 the mileage allowance will be Twenty-seven and one-half cents (\$.275) per mile.
 - (3) Lodging: Employees traveling on State business will be reimbursed in the amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, movies,

television, laundry or valet charges. A itemized receipt for the amount paid for the hotel room must be submitted with the expense account.

- (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 percent (15%) of the cost of allowable hotel charges and meals, subject to any applicable daily limit.
- (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 VI - Miscellaneous:

- (a) Expenses for personal service such as laundry, valet service, insurance, etc., are not allowable.
- (b) Reimbursement for transportation of personal baggage shall not exceed ten percent (10%) of the air or train fare.

Section VII - Companions Accompanying Employees on Official In-state or Out-of-state Business:

- (a) When companions accompany employees on in-state or out-of-state official business which involves overnight stays, the employee shall be subject to the following regulations and limitations:
 - (1) The Office of the Attorney General will reimburse the employee only for the cost of the employee's lodging expense.
 - (2) The employee is responsible for meals, travel and other miscellaneous expenses of the companion.
 - (3) When companions accompany employees on such trips, it is the responsibility of the employee to provide accident insurance coverage; the Office of the Attorney General shall in no way be liable.

The Attorney General reserves the right to revoke, suspend, rescind or amend any rules or regulations herein set forth.

August 27, 1990

ATTORNEY GENERAL'S OFFICE REVISED TRAVEL REGULATIONS

Effective June 1, 1990

FILED

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OFFICE OF THE ATTORNEY GENERAL
SECRETARY OF STATE

Section I - General:

Chapter 12, Article 3, Section 11, of the Code of West Virginia, as amended, provides that the state Attorney General shall promulgate rules and regulations concerning out-of-state travel for his office. In accordance with this statute, I, Roger W. Tompkins, Attorney General of West Virginia, do hereby promulgate the following rules and regulations governing travel for employees in this department. All previous travel regulations, relating to in-state and out-of-state travel by employees of this department, are hereby revoked.

Section II - In-State Travel:

(a) In-state travel costs will be reimbursed only for travel necessary for the proper conduct of the State's business and will require the written approval of the Attorney General or his designee before reimbursement is made.

Section III - Filing Claims for Reimbursement after Returning from In-State Trips:

- (a) An actual itemized expense account must be filed on a Form WV-6, along with travel, hotel, telephone, parking and other reasonable and necessary expense receipts. Only the original receipts or certified copies will be acceptable.
- (b) 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 Twenty Five Dollars (\$25) per day for travel within the State of West Virginia where the distance from the home station is over twenty-five (25) miles.
 - (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty six cents (\$.26) per mile, plus parking and garage fees, when 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 radio, television, laundry or valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense account.
- (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 percent (15%) of the cost of allowable hotel charges and meals, subject to any applicable daily limit.
- (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 IV - Out-of-State Travel:

- (a) 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 Attorney General or his designee before reimbursement is made.

Section V - Filing claims for Reimbursement after Returning from Out-of-State Trips:

- (a) An actual itemized expense account must be filed on a Form WV-5, along with travel, hotel, telephone, parking and other necessary and reasonable expense receipts. Only the original receipts or certified copies will be acceptable.
- (b) Daily allowances for out-of-state travel shall be as follows:
 - (1) Meals: Reimbursement will be made for the actual costs of meals while absent from official stations. In major cities and metropolitan areas, the reimbursable costs for meals shall be increased to a maximum of Forty Dollars (\$40) per day.
 - (2) Transportation: Reimbursement will be made for the actual cost of bus, rail or air travel. The mileage allowance for use of privately owned vehicles engaged in State business will be twenty six cents (\$.26) per mile, plus parking and garage fees, when applicable.
 - (3) Lodging: Employees traveling on State business

will be reimbursed in the amount equal to their actual hotel bills for lodging. No reimbursement will be made for hotel charges for radio, television, laundry and valet charges. A receipt for the amount paid for hotel rooms must be submitted with the expense account.

- (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 percent (15%) of the cost of allowable hotel charges and meals, subject to any applicable daily limit.
- (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 VI - Miscellaneous:

- (a) Expenses for personal service such as laundry, valet service, insurance, etc., are not allowable.
- (b) Reimbursement for transportation of personal baggage shall not exceed ten percent (10%) of the air or train fare.

Section VII - Spouses Accompanying Employees on Official In-State or Out-of-State Business:

- (a) When spouses accompany employees on in-state or out-of-state departmental business which involves overnight stays, they shall be subject to the following regulations and limitations:
 - (1) The Office of the Attorney General will reimburse the employee only for the cost of the employee's hotel or motel lodging expense.
 - (2) The employee is responsible for meals, travel and other miscellaneous expenses of the spouse.
 - (3) Where spouses accompany employees on such trips, it is the responsibility of the employee to provide accident insurance coverage; the office of the Attorney General shall in no way be liable.

The Attorney General reserves the right to revoke, suspend,

rescind or amend any rules or regulations herein set forth.

In accordance with Sections II and IV of the aforementioned travel regulations I, Roger W. Tompkins, Attorney General hereby designate Michael K. Proops, Controller for the Office of the Attorney General, as my designee for written approval.

Rgn W. Tompkins