



STATE OF WEST VIRGINIA  
OFFICE OF THE ATTORNEY GENERAL  
CHARLESTON 25305

DARRELL V. McGRAW, JR.  
ATTORNEY GENERAL

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October 13, 2010

The Honorable Glen B. Gainer III  
West Virginia State Auditor  
State Capitol, Room W-100  
Charleston, WV 25305

The Honorable Natalie E. Tennant  
West Virginia Secretary of State  
State Capitol, Suite 157-K  
Charleston, WV 25305

Dear Auditor Gainer and Secretary Tennant:

Please accept the filing of the attached travel regulations as promulgated by the Attorney General pursuant to West Virginia Code § 12-3-11. The effective date of these modified regulations is November 1, 2010.

Very truly yours,

  
FRANCES A. HUGHES  
CHIEF DEPUTY ATTORNEY GENERAL

FAH/jy  
Enclosure

FILED  
2010 OCT 13 PM 3:52  
CLERK OF COURTS  
SECRETARY OF STATE

ATTORNEY GENERAL'S OFFICE TRAVEL REGULATIONS

Effective November 1, 2010

FILED

2010 OCT 13 PM 3:53

Section I - General:

CHARLES W. GSA  
SECRETARY OF STATE

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 the 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 completed and submitted, 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 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 the maximum of the GSA rate for Charleston, West Virginia, which includes gratuities. First and last day travel shall be at 75% of the GSA rate. Partial days travel must exceed twelve hours and will be reimbursed at 75% of the GSA rate. 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 (POV) engaged in State business will be the GSA rate for POVs plus tolls, parking and garage fees, with receipts, 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 or laundry. 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. Registration fees may be directly billed for payment in advance.
- (5) Tips and Gratuities: Tips and gratuities are included in per diem rates for meals. A \$5.00 per day incidental shall be allowed for full-day travel and first and last day of travel.
- (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 completed and submitted, 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 subject to:
  - (1) Meals: Reimbursement for the actual cost of meals incurred while absent from official stations is limited to the per diem rate for that zip code. First and last day travel will be at 75% of the per diem rate. 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 (POVs) engaged in State business is set at the GSA rate for POVs, plus tolls, 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 or laundry. 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. Registration fees may be directly billed for payment in advance.

- (5) Tips and Gratuities: Tips and gratuities are included in per diem rates for meals. A \$5.00 per day incidental shall be allowed for full-day travel and first and last day of travel.
- (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.

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.