



STATE OF WEST VIRGINIA
OFFICE OF THE ATTORNEY GENERAL
CHARLESTON 25305

DARRELL V. MCGRAW, JR.
ATTORNEY GENERAL

FILED
DEC 19 3 56 PM '96
OFFICE OF WEST VIRGINIA (304) 558-2021
SECRETARY OF STATE FAX (304) 558-0140

December 16, 1996

Auditor Glen B. Gainer, III
State Capitol Building, W-100
Charleston, WV 25305

Secretary of State Ken Hechler
State Capitol Building, W-157K
Charleston, WV 25305

Gentlemen:

Please accept the filing of the attached travel regulation promulgated by the Attorney General pursuant to the state of West Virginia §5-3-2. The effective date of these modified regulations is December 15, 1996. I am sending duplicate originals to both the Auditor and Secretary of State.

Sincerely,

William S. Steele

WILLIAM S. STEELE
MANAGING DEPUTY ATTORNEY GENERAL

FILED

ATTORNEY GENERAL'S OFFICE TRAVEL REGULATIONS

Effective December 15, 1996

DEC 19 3 57 PM '96

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.

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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 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. 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 thirty dollars (\$30) per day, provided an overnight stay away from home is required. For partial-day travel, breakfast is limited to 20%, lunch 20%, and dinner 60% of the full-day meal limit. On the day of departure, to receive reimbursement for breakfast, travel must begin prior to 7:30 AM, for lunch by 11 AM, and supper by 4 PM. On the day of return, to receive reimbursement for breakfast, travel must end by 9:30 AM, for lunch by 2PM, and 6 PM for supper.
 - (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 made at the prevailing rate per mile established by the Internal Revenue Service, 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. Registration fees may be directly billed for payment in advance.
- (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. 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 a maximum of fifty dollars (\$50) per day, provided an overnight stay away from home is required. For partial-day travel, breakfast is limited to 20%, lunch 20%, and dinner 60% of the full-day meal limit. On the day of departure, to receive reimbursement for breakfast, travel must begin prior to 7:30 AM, for lunch by 11 AM, and supper by 4 PM. On the day of return, to receive reimbursement for breakfast, travel must end by 9:30 AM, for lunch by 2PM, and 6 PM for supper.
 - (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 made at the prevailing rate per mile established by the Internal Revenue Service, 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. Registration fees may be directly billed for payment in advance.

- (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.