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March 26, 1990

Honorable Glen Gainer
Auditor
Honorable Ken Hechler
Secretary of State
State Capitol Building
Charleston, WV 25305

OFFICE OF THE ATTORNEY GENERAL
SECRETARY OF STATE

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Gentlemen:

Pursuant to Chapter 12, Article 3, Section 11, of the West Virginia State Code, I am submitting revised travel regulations for the Office of the Attorney General, effective April 1, 1990.

Please file these in accordance with your normal procedures. Thank you for your assistance.

Very truly yours,

Roger W. Tompkins
ROGER W. TOMPKINS
ATTORNEY GENERAL

March 26, 1990

ATTORNEY GENERAL'S OFFICE REVISED TRAVEL REGULATIONS

Effective April 1, 1990

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 ~~four~~ ^{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 Thirty Dollars (\$30) 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~~ ^{cars} engaged in State business will be twenty ~~four~~ ^{six} cents (\$.26) per mile, plus parking and garage fees, when applicable. *MMR*
 - (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.

Section VIII - Greenbrier Hotel Trips:

The daily charge for room and board will be reimbursed to employees attending official meetings or functions being held at the Greenbrier Hotel. If an employee's spouse accompanies the employee to the Greenbrier, reimbursement will be made in the

amount of seventy percent (70%) for double occupancy.

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.