

Obsolete

STATE AUDITING BOARD OF TRAVELING EXPENSES

January 1, 1965

FILED IN THE OFFICE OF
JOE F. BURDETT
SECRETARY OF STATE
THIS DATE *January 1, 1965*

*This is a refiled requirement
for 1965*

I hereby certify that the attached is a true and correct copy of rules and regulations of the State Auditing Board of Traveling Expenses, designated Series I, pertaining to out-of-state travel.

~~*Joe F. Burdett*~~
Secretary of State and Secretary
of the State Auditing Board of
Traveling Expenses

obsolete

valid Jan 1, 1965 to ?

*NO indication of expiration but was
not refiled in accordance with 29A-2-5
so it did expire on Jan 1, 1983 if
not sooner.*

Rich Hartman

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
State Auditing Board of Traveling Expenses

Chapter 12-3
Series I
(1965)

FILED IN THE OFFICE OF
JOE F. BUNDETT
SECRETARY OF STATE
THIS DATE January 1, 1965

Subject: Out-of-State Travel

Section 1. General

1.01. Scope - These regulations establish general rules pertaining to out-of-state travel.

1.02. Authority - These regulations are issued under authority of West Virginia Code, Section 2, Article 3, Chapter 12, 1931, as amended by Chapter 125, Acts of the Legislature, 1945.

1.03. Filing Date - These regulations were filed March 26, 1962.

Section 2. Duties of the Board

2.01. The State Auditing Board of Traveling Expenses is composed of the Governor, as president; the Attorney General, as a member; and the Secretary of State, as secretary. The chief duty of the Board is the approval or disapproval of requests for trips outside the State, considered from a standpoint of necessity, benefit and cost. A further duty of the Board is the final approval of the itemized expense account submitted under such authorized and approved request.

Section 3. Requirements for Out-of-State Travel

3.01. Due to the amounting request for out-of-state travel, many bearing justification of doubtful benefits, the State Auditing Board of Traveling Expenses requests the heads of the various spending units to scrutinize very carefully the necessity of the

trip and what benefit the State of West Virginia would receive, before submitting a request, and if the request is submitted, the benefits and estimated costs should be set out therein.

The law cites employees or officers of the State as being eligible for travel reimbursement. A request should be submitted at least seven to ten days prior to the date of departure. In cases of extreme necessity, where a trip has been made and time did not permit an entry of request, reimbursement for travel expense will be considered if a requisition with proper explanation accompanies the expense account.

3.02. Filing the Expense Account Under an Approved Travel

Requisition

- (a) All expenses must be itemized in detail.
- (b) Costs of hotel room listed by day - with hotel receipt attached.
- (c) Cost of each meal shown. Like charges for the same meal or meals on continuous days will be questioned.
- (d) Fees for registration should be shown separate, and not included in meals.
- (e) No item shall be designated as miscellaneous or sundry.
- (f) Tips shall not be included.
- (g) Items for dues or membership in voluntary organizations, if included, must be entered as such on the expense account, providing that the item has been previously submitted to the Director of the Budget, and approved by the Board of Public Works.
- (h) Expense accounts must be verified by affidavit of the person incurring the expense.

Mileage for private cars will be allowed on trips which do not exceed a destination of 600 miles or 1200 miles round trip from headquarters or official station, at a rate of 8 cents per mile. If

two or more authorized persons travel in private car, mileage will be allowed beyond the 1200 mile limit so long as the total mileage charge does not exceed the equal of total fares that would have been charged by transportation agencies.

(i) Storage for private and state cars will be approved.

(j) Toll charges for bridges and road are reimbursable.

(k) State institutions near the State line may submit a blanket requisition, for a 6-month period, which purpose is to have proper approval for numerous trips to secure materials, supplies, and return patients and prisoners. The blanket requisition should designate the points most frequently visited. The requisition will be assigned a number which is to be used by the institution when submitting an expense account, and any expenses incurred on a trip will be charged to that number. Other trips not classified as emergencies should be handled in the regular manner by submitting a requisition in advance.

The travel board has never set any definite amount of allowances for hotel and meals, except the above suggested concerning meals, while traveling outside the State. It expects the person making a trip to keep the cost of such items at a minimum, which will allow him to live with the same dignity as if the trip was being made for personal reasons.

Permission for use of State-owned automobiles outside the State is required even though a courtesy card is used for the gas and oil, and no other expense is incurred.

All travel on common carriers while in the interest of the State is federal tax exempt if the necessary steps are taken.

STATE AUDITING BOARD OF TRAVELING EXPENSES

References are to sections in W. Va. Adm. Reg. 12-3, Ser. I

Authority, 1.02

Duties of the Board, 2.01

Filing Date, 1.03

Filing the Expense Account under an Approved Travel
Requisition, 3.02

Requirements for Out-of-State Travel, 3.01

Scope, 1.01