

**WEST VIRGINIA STATE AUDITOR'S OFFICE**

FILED

**§12-3-11 - ADMINISTRATIVE TRAVEL RULES**

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SECRETARY OF STATE

**Section 1. General.**

1.1. Scope. - - This rule establishes standards governing travel by the Auditor's Office employees on behalf of the State of West Virginia. The purchasing card is the preferred method of payment for State travel.

1.2. Authority. - - WV Code §12-3-11.

1.3. Filing Date. - - January 4, 2011

1.4. Effective Date. - - January 4, 2011

1.5. Auditor. - - The State Auditor is exempt from this travel rule.

1.6. Accrual of Travel Compensatory Time. - - The accrual of compensatory time will be allowed for weekend or evening work time for travelers engaged in approved office travel only for such hours during which the traveler's activities directly or predominantly benefit the West Virginia State Auditor's Office. For example, weekend time spent in transportation to or from a travel destination or time spent attending meetings that benefit the office is work time. Time spent engaged in purely personal activities, like sightseeing, is not work time for purposes of determining compensatory time.

1.7. General Purpose. - - Travel costs will be reimbursed only for travel deemed necessary for the proper conduct of the State's business.

1.8. Filing Claims for Reimbursement. The amount of expenses incurred should be recorded on the traveler's expense account form along with all necessary supporting documentation of such expenses and must be submitted within two (2) weeks from the final date of approved travel. (Air travel stubs or receipts, where applicable, must also be attached to the expense report).

**Section 2. In-State Travel.** In-state travel must be pre-approved by the employees' Division Director.

2.1. Daily allowances for in-state travel shall be as follows:

2.1.a. Meals - - Reimbursement will be made for meals travel, at an amount not to exceed the maximum daily per diem rates as established by the federal

government ("GSA" rates). Meals for the first and last day of travel will be reimbursed up to 75% of the destination city maximum daily per diem rate. When meals are provided as part of the travel, the meal reimbursement must be reduced in accordance with GSA guidelines. Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay.

2.1.b. Transportation - - Reimbursement will be made for the actual cost of bus, rail, air coach travel, as well as automobile rental to and from the travel destination. Reimbursement for travel in privately-owned vehicles engaged in State business will be governed by Section 4 of this rule, and may include parking, garage fees, toll bridge and turnpike charges, where necessary and applicable. Employees wishing to secure use of an agency vehicle for State travel must complete and submit an Agency Vehicle Request form at least two (2) weeks prior to commencement of travel, and must adhere to office policy as it relates to use of an agency vehicle. Agency vehicles may not be utilized to transport any individuals who are not engaged in state business. Agency vehicles shall be issued based on availability.

2.1.c. Lodging - - Employees traveling on State business will be reimbursed at an amount not to exceed the maximum daily per-diem rates as established by the federal government. An itemized receipt reflecting the amount paid for lodging must be submitted with the expense report. Lodging that exceeds 300% of the daily allowed per diem must be approved by the State Auditor prior to booking.

2.1.d. Registration Fees - - Registration fees paid at meetings or conferences must be supported by a receipt when requesting reimbursement.

2.1.e. Tips and Gratuities - - Tips or gratuities are included as part of the meal per diem. No additional tips or gratuities will be reimbursed.

2.1.f. Baggage - - Necessary charges for one (1) bag shall be reimbursed at actual cost. A second bag may be reimbursed upon pre-approval by the employee's division director. All baggage reimbursement requests must be supported by a receipt.

**Section 3. Out-of-State-Travel. - - Out-of-state travel costs must be pre-approved by the Division Director and State Auditor or his designee.**

3.1. Daily Allowances for out-of-state travel shall be as follows:

3.1.a. Meals - - Reimbursement will be made for meals for overnight travel, at an amount not to exceed the maximum daily per diem rates as established by the federal government ("GSA" rates). Meals for the first and last day of travel will be reimbursed at a rate up to 75% of the destination city maximum daily per diem rate. Meal expenses for single day travel are not reimbursable. Single day travel is travel

without an overnight stay. When meals are provided as part of the travel, the meal reimbursement must be reduced in accordance with the GSA guidelines.

3.1.b. Transportation - - Reimbursement will be made for the actual cost of bus, rail or air coach travel and taxi, as well as automobile rental to and from the travel destination. Reimbursement for travel in privately-owned vehicles will be governed by Section 4 of this rule and may include parking, garage fees, toll bridge and turnpike charges, where necessary and applicable. Employees wishing to secure the use of an agency vehicle for State travel must complete and submit an Agency Vehicle Request form at least two (2) weeks prior to commencement of travel and must adhere to office policy as it relates to the use of an agency vehicle. Agency vehicles shall be issued based on availability. Tips for taxi transportation to and from the airport and the travel destination will be reimbursed at actual cost not to exceed ten percent of the total fare.

3.1.c. Lodging - - Employees traveling on State business will be reimbursed for the actual cost of lodging at an amount not to exceed the maximum daily per diem rates as established by the federal government. An itemized receipt reflecting the amount paid for lodging must be submitted with the expense report. Hotel charges that exceed 300% of the daily allowed per diem must be approved by the State Auditor prior to booking.

3.1.d. Registration Fees - - Registration fees paid at meetings or conferences must be supported by a receipt when requesting reimbursement.

3.1.e. Tips and Gratuities - - Tips or gratuities are included as part of your meal per diem. No additional tips or gratuities will be reimbursed except as provided in the transportation section set forth in section 3.1.b above.

3.1.f. Baggage - - Necessary charges for one (1) shall be reimbursed at actual cost. A second bag may be reimbursed upon pre-approval by the employee's division director.

3.1.g. Other Charges - - Other charges may be reimbursed only upon pre-approval by the Auditor and subsequent appropriate documentation.

#### **Section 4. Use of Privately-Owned Vehicles for State Travel.**

4.1. General Purpose - - No out-of-state travel in privately-owned vehicles shall commence at the State's expense without the prior written approval of the State Auditor or his designee.

4.2. Maximum Allowances - - Mileage reimbursement for use of privately-owned vehicles will be paid at a rate not to exceed the maximum daily per diem rate as

established by the federal government ("GSA" rates); provided, that the reimbursable costs permitted for out-of-state travel in privately-owned vehicles to and from such official meetings do not exceed the cost of an air coach fare round-trip ticket (if applicable) to and from the site of such official meeting.

## **Section 5. Miscellaneous Provisions.**

5.1. Personal Services - - Reimbursement for personal services such as laundry or valet service is not allowed.

5.2. Reimbursement for Telephone - - Personal telephone charges will only be authorized upon pre-approval by the Auditor in an amount not to exceed five (5) dollars per day.

5.3. Guests Accompanying Employees - - When guests accompany employees on in-state or out-of-state official business, they shall be subject to the following rules and limitations:

5.3.a. The office will not be liable for any expense associated with guests accompanying the employee on business travel, including but not limited to baggage, insurance, meals or lodging.

5.4. Changes to Travel In Progress - - Any change(s) to travel while a trip is in progress must receive pre-authorization by the State Auditor or his designee prior to such change(s), unless such change(s) result in either reduction in cost to the State or net benefit to the State, or are caused by an emergency situation. Reasons for the travel change must be confirmed by written justification upon completion of the travel.

5.5. Rule Changes – The State Auditor reserves the right to revoke, suspend, rescind or amend any rules herein set forth.