

**WEST VIRGINIA STATE AUDITOR'S OFFICE**

**FILED**

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

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OFFICE WEST VIRGINIA  
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.

1.2. Authority. - - WV Code §12-3-11.

1.3. Filing Date. - - April 6, 2005

1.4. Effective Date. - - April 6, 2005

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 exact amount of expenses incurred should be recorded on the traveler's expense account form along with all 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.**

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

2.1.a. Meals - - Reimbursement will be made for the actual cost of meals while absent from official stations, at an amount not to exceed the maximum daily per diem rates as established by the federal government. **The reimbursement provided is for actual expenses only and must not exceed the following: Breakfast,**

**20% of the maximum daily rate; Lunch, 20% of the maximum daily rate; and Dinner, 60% of the maximum daily rate. Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay.** No expenses shall be allowed for the payment of meals when such meals are provided as part of the travel. Meals are allowed when lodging is listed as "gratis" or "no charge."

2.1.b. Transportation - - Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. 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 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. A receipt reflecting the amount paid for lodging must be submitted with the expense report. Hotel charges that exceed 150% 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 shall not exceed fifteen percent (15%) of the cost of allowable hotel or meal charges.

2.1.f. Baggage - - Necessary charges for additional baggage transportation shall be reimbursed, as shall actual costs incurred in the transfer and storage of luggage.

**Section 3. Out-of-State Travel.** - - Out-of-state travel costs shall not commence without the prior written approval of 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 the actual cost of meals while absent from official stations, at an amount not to exceed the maximum daily per- diem rates as established by the federal government. **The reimbursement provided is for actual expenses only and must not exceed the following: Breakfast, 20% of the maximum daily rate; Lunch, 20% of the maximum daily rate; and Dinner, 60% of the maximum daily rate. Meal expenses for single day travel**

**are not reimbursable. Single day travel is travel without an overnight stay.** No expenses shall be allowed for the payment of meals when such meals are provided as part of the travel. Meals are allowed when lodging is listed as "gratis" or "no charge."

3.1.b. Transportation - - Reimbursement will be made for the actual cost of bus, rail or air coach travel, as well as automobile rental. 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.

3.1.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. A receipt reflecting the amount paid for lodging must be submitted with the expense report. Hotel charges that exceed 150% 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 shall not exceed fifteen percent (15%) of the cost of allowable hotel or meal charges.

3.1.f. Baggage - - Necessary charges for additional baggage transportation shall be reimbursed, as shall actual costs incurred in the transfer and storage of luggage.

#### **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 - - Maximum mileage allowances 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; 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.

4.3. Toll Charges - - Toll bridge and turnpike charges may be included as an additional item but must be substantiated by receipts.

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

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

5.2. Telephone Charges - - Personal telephone charges may be reimbursed at an amount not to exceed five dollars (\$5) per day.

5.3. Personal Baggage - - Reimbursement for transportation of personal baggage shall not exceed ten percent (10%) of the air or train fare.

5.4. Spouses Accompanying Employees - - When spouses accompany employees on in-state or out-of-state official business, which involves overnight stays, they shall be subject to the following rules and limitations:

5.4.a. Reimbursement Provisions - - When a spouse accompanies an employee on a trip, the Office of the State Auditor will reimburse the employee for only eighty percent (80%) of the employee's hotel or lodging expenses if the rate is different based on single or double occupancy. However, if the hotel daily room rate is the same whether single or double, the employee will be reimbursed at one hundred percent (100%) of the lodging expense.

5.4.b. Employee Responsibility - - It is the employee's responsibility to make any travel arrangements for a spouse. The Office of the State Auditor shall not be liable for any expenses or travel preparations related to a spouse's travel.

5.4.c. Insurance Coverage - - When a spouse accompanies an employee on a trip, it is the responsibility of the employee to provide accident insurance coverage for the spouse. The Office of the State Auditor shall not be liable for the insurance coverage for a spouse or accident or injury to a spouse.

5.5. Greenbrier Hotel Trips - - Employees attending official meetings or functions at the Greenbrier Hotel will be reimbursed for the Hotel's daily room charge. If an employee's spouse accompanies the employee to the Greenbrier Hotel, reimbursement will be made for eighty percent (80%) of the room rate for double occupancy.

5.6. Changes to Travel In Progress - - Any change(s) to travel while a trip is in progress must receive preauthorization 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.

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