


BOARD OF PUBLIC WORKS

January 1, 1965

FILED IN THE OFFICE OF
JOE F. DUBBETT
SECRETARY OF STATE

THIS DATE January 1, 1965

I hereby certify that the attached is a true and correct copy of rules and regulations of the Board of Public Works pertaining to in-state travel, designated Series I.


Secretary of State and
ex officio Secretary of the
Board of Public Works

obsolete
did not refile Jan 1, 1983

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Board of Public Works

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

Chapter 5-4
Series I
(1965)

Subject: In-State Travel

Section 1. General

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

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

1.03. Filing Date - These regulations were filed February 1, 1958.

Section 2. General Instructions

2.01. The following regulations governing mileage and subsistence allowances to State employees, while traveling within the State on official business, has been adopted by the Board of Public Works to become effective on or after July 1, 1957.

The allowances set out herein shall be considered the maximum, and authorizations by the executive head of each department shall be within the budgetary allowances for such purposes. Each department head must require that all individuals in his department who travel or are involved in processing expense accounts become thoroughly familiar with these regulations.

2.02. Authorization - Approved travel on official business within the State is on the basis of reimbursement for actual and

necessary expenses incurred, subject to the limitations set forth herein. Receipts are required for all items in excess of Two Dollars (\$2.00) except for meals and taxi fares.

2.03. Headquarters - Expenses will not be allowed which are incurred at the official station of any official or employee. The official station of each employee is presumed to be the State Capitol in Charleston unless established by the department head at: (1) a branch office; (2) a state-owned institution; (3) a location within a territory; and (4) at the domicile of a field worker, inspector, examiner, or similar employee resident within the territory to which he is assigned.

2.04. Expense Accounts - The standard form "Traveling Expense Account" will be used for all claims for traveling expenses. This form must show number and detail of expenses day by day. Receipts must accompany this form and a separate claim for expenses must be filed by each employee.

Section 3. Transportation

3.01. Authorization - Transportation may be obtained by the usual means of public conveyance, by state-owned vehicle, or by privately-owned vehicle, and expense of transportation will be reimbursed only for the cost of travel between official headquarters and the place to which his duties require an employee to go. Expense for returning to domicile or headquarters over weekends or holidays will not be reimbursable unless the expense is no greater than would have been incurred were the employee to have remained in the field.

3.02. Common Carrier - Reimbursement will be made for actual cost of ticket. If travel is by air, receipted bill must verify the amount requested.

3.03. State-owned Vehicles - Reimbursement will be made for cost of gas and oil, parking meters, overnight storage, and ferriage, turnpike or bridge tolls, (gas and oil are to be purchased at State Road Commission garages whenever possible).

3.04. Privately-owned Vehicles - Maximum mileage allowance for use of privately-owned vehicle engaged in State business will be eight cents (8¢) per mile, which shall cover cost of parking and garage fees. Toll bridge and turnpike charges may be included as an additional item.

3.05. Federal Excise Tax - As a governmental unit the State is exempt from the federal excise tax on transportation, and no reimbursement will be made to employees for this excise tax in the event they fail to use certificates to secure this exemption.

Section 4. Subsistence

4.01. Lodging - All persons traveling within the State will be reimbursed in an amount equal to their actual hotel bills (excluding radio and valet charges) while absent from their official stations. A receipt for the amount paid for hotel rooms MUST be submitted with the original expense account.

4.02. Meals - Reimbursement will be made for actual cost of meals while absent from official station, to a maximum amount of Five Dollars (\$5.00) per day. Said maximum allowance shall not be arrived at by average of days, but a purely day by day per diem.

4.03. Itemization - In preparing expense accounts, a detailed list of all expenses for hotel bills and each meal shall be shown separately.

Section 5. Miscellaneous

5.01. Tips and Gratuities - Reimbursement for tips and gratuities will not be allowed. Expenditures for laundry, valet service, theater, entertainment, etc., are personal charges and will not be allowed.

5.02. Baggage - Necessary charges for the transfer and storage of baggage will be allowed provided the necessity for such is explained.

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References are to sections in W. Va. Adm. Reg. 5-4, Ser. I

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