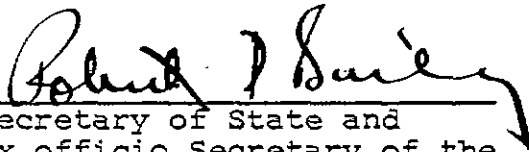


BOARD OF PUBLIC WORKS
September 7, 1965

FILED IN THE OFFICE
ROBERT D. BAILEY
SECRETARY OF STATE
THIS DATE Sept. 7, 1965

I hereby certify that the attached is a true and correct copy of rules and regulations adopted by the Board of Public Works, designated Series I. Said Series I replaces Series I of the Board of Public Works filed on the 15th day of June, 1965.


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

*obsolete
no record of utility
on or before Jan 1, 1983
(29A-2-5)*

BOARD OF PUBLIC WORKS
November 16, 1965

FILED IN THE OFFICE
ROBERT D. BAILEY
SECRETARY OF STATE
THIS DATE November 16, 1965

I hereby certify that the attached is a true and correct copy of an addition to rules and regulations adopted by the Board of Public Works, pertaining to travel and subsistence allowances for State employees, filed on the 7th day of September, 1965. Said addition is to Section 4, Sub-section 4.01.



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

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Board of Public Works

Chapter 5-4
Series I
(1965)

FILED IN THE OFFICE
ROBERT D. BAILEY
SECRETARY OF STATE
THIS DATE Sept 7, 1965

Subject: Travel and Subsistence Allowances for State Employees

Section 1. General

1.01. Scope - These regulations govern travel and subsistence allowances for State employees traveling on official business for the State of West Virginia.

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 are filed September 7, 1965.

Section 2. Exceptions

2.01. The allowances set out herein shall be considered the maximum, and authorization by the spending officer of each department shall be within the budgetary allowances for such purposes. 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.

2.02. Legislative - The rules and regulations governing travel by members and employees of the Legislature as adopted by the Joint Committee on Government and Finance are recognized by The Board of Public Works to apply to such members and employees of the Legislature in lieu of the Board's regulations.

2.03. Judicial - The rules and regulations of the Board shall not apply to officers and employees of the Judiciary.

2.04. Other - Rules and regulations governing travel shall not apply to those persons who are not employed by the State on an hourly or salary basis; for example, members of State Board of Education, special advisory committees appointed by the Governor, members of Teachers Retirement Board, athletic teams, etc.

Section 3. General Instructions

3.01. 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) branch office; (2) a state-owned institution; (3) a location within a territory; and (4) the domicile of a field worker, inspector, examiner, or similar employee residing within the territory to which he is assigned. Where the official station is other than Charleston, the proper designation shall be shown on the expense account. (This section does not apply to promotional expenses as outlined in Section 9.)

3.02. 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 the form and a separate claim must be filed by each employee. All accounts of expenses incurred by State officials or employees, whether traveling within or without the State, shall be verified by affidavit of the person incurring the expenses. All

expenses shall be itemized in detail and no item shall be designated as miscellaneous (sundry) or by any item of like general nature. No item shall be incorporated in an expense account which is not travel related.

Section 4. Transportation

4.01. Authorization - Transportation may be obtained by the usual means of public conveyance, by state-owned vehicles 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, subject to the limitations set out herein. Expenses for returning to domicile from 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, which fact shall be certified by the head of the spending unit.

Reimbursement will be limited to the actual cost supported by ticket stubs or other appropriate documentation based on the most direct and practical route possible. Mode of transportation shall be that which is most efficient and economical to the State. When travel is by automobile, a State vehicle will be used unless no such vehicle is available as certified by the director of the State Motor Pool. In the event no State vehicle is available, then reimbursement shall be at the rate of eight cents (8¢) per mile for use of personal automobile. Cost for the use of State vehicles will be in accordance with the State Motor Pool regulations.

.Adm. Reg. 5-4
Series I

FILED IN THE OFFICE
ROBERT D. BAILEY
SECRETARY OF STATE

THIS DATE November 16, 1965

Field personnel, whose official headquarters is designated as a certain city within the State, shall be reimbursed mileage expenses incurred when using private car while traveling on official business within the corporate limits and vicinity of his headquarters, and when certified by his immediate supervisor or department head.

Operation of State-owned vehicles will be confined to State officials and employees. Automobile rental will be reimbursable to the employee when used in conjunction with common carrier travel, and when substantiated by receipt. The Board of Public Works may authorize the use of private or chartered aircraft when it is in the best interest of the State.

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

4.03. Common Carrier - Receipted bill for travel by common carrier must verify the reimbursement request.

4.04. State-Owned Vehicles - Reimbursement will be made for storage, toll charges, and other actual costs not covered by billing from the State Motor Pool.

4.05. Privately-Owned Vehicles - Maximum mileage allowance for use of privately-owned vehicles engaged in State business will be eight (8¢) per mile which shall cover cost of parking and garage fees. If more than one person travels in a privately-owned vehicle, and the resultant charge is less than would be required for transportation by commercial airline, it will be permissible for necessary storage or garage fees to be claimed for reimbursement. Toll bridges and turnpike charges may be included as an additional item, but must be substantiated by receipts. Reimbursement for use of privately-owned vehicles will be made only where State-owned vehicles are not available through the State Motor Pool.

Section 5. Subsistence

5.01. Lodging - All persons traveling on State business will be reimbursed in an amount equal to their actual hotel bill (excluding radio, television, laundry 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. Reimbursement for hotel expenses shall not be made for an employee's spouse. In cases of double occupancy, hotel reimbursement will be on the basis of single occupancy rate (not to exceed 80% of actual room cost).

5.02. Meals - Reimbursement will be made for actual cost of meals while absent from official station, to a maximum amount of \$7.50 per day for travel within the State of West Virginia. Said maximum allowance shall not be arrived at by average of days, but a purely day by day maximum per diem. Reimbursement will be made for actual cost of meals incurred while traveling without the State, to a maximum of \$12.00 per day.

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

Section 6. Miscellaneous

6.01. Tips and Gratuities - Reimbursement for tips and gratuities will not be allowed unless included in the maximum allowance for meals. Expenditures for laundry, valet service, insurance, entertainment, etc., are personal charges and will not be allowed.

6.02. Baggage - Necessary charges for the transfer and storage of baggage will be allowed, provided such charge does not exceed 10 per cent of daily hotel room rate for date of check in and date of check out.

Reimbursement for transportation for personal baggage when in excess of the amount allowed in the fare cannot exceed 10 per cent of the transportation fare, and the reason for such excess shall be fully explained.

Section 7. Out-Of-State Travel

7.01. Costs for out-of-state travel will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the certification of the department head before reimbursement is made. Prior approval of THE BOARD OF PUBLIC WORKS will be required for travel to and attendance at any meeting outside the State, except to those meetings of associations or organizations for which membership for the State of West Virginia has been approved by THE BOARD OF PUBLIC WORKS. Travel to and attendance at any meeting outside the State will be limited to no more than two members of the staff of any department without prior approval of THE BOARD OF PUBLIC WORKS.

Registration fees at conventions must be supported by receipts and are limited to \$50.00 unless prior approval has been granted by THE BOARD OF PUBLIC WORKS. In no case shall reimbursement be made for total expenses of traveling without the State in excess of \$35.00 per day, excluding mileage and transportation costs.

Reimbursement for travel enroute to and from a destination outside the State (mileage, hotel and meals) shall not exceed the fare by commercial airlines.

Financial settlements must be completed within thirty days of return to official station.

Section 8. Greenbrier Hotel Trips

8.01. Prior approval by The Board of Public Works must be obtained for lodging at the Greenbrier Hotel at White Sulphur Springs, West Virginia. Gratuities shall not exceed 15% of the daily rate.

Section 9. Promotional Expenses

9.01. Reimbursement will be allowed to properly authorized personnel in the Governor's Office and the Department of Commerce whose official duties require expenditures for meals for industrial prospects, providing that a restaurant receipt is attached to the expense account and providing that it is approved by the Commissioner of Commerce or the Governor.

Section 10. Credit Cards

10.01. Reimbursement will be made only to the official or employee on travel status with the exception of gasoline and oil purchased for a State car by specific credit card for such car, and for air travel and car rental charged direct to a department by credit card.

BOARD OF PUBLIC WORKS

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

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