

BOARD OF PUBLIC WORKS  
March 19, 1965

FILED IN THE OFFICE OF  
JOE F. BURDETT  
SECRETARY OF STATE  
THIS DATE March, 1965

I hereby certify that the attached is a true and correct copy of the Board Order adopting regulations of the State Auditing Board of Traveling Expenses. House Bill No. 883, enacted by the 57th Legislature, regular session 1965, effective March 19, 1965, repealed Section 2, Article 3, Chapter 12, of the Code of West Virginia, 1931, as amended, which contained provisions for in-state travel of State employees and created the Auditing Board of Traveling Expenses, transferred authority concerning travel regulations of State employees to the Board of Public Works.

Joe F. Burdett  
Secretary of State and  
ex officio Secretary of the  
Board of Public Works

*obsolete*

WHEREAS, House Bill No. 883, enacted by the 57th Legislature, regular session 1965, effective March 19, 1965, repealed Section 2, Article 3, Chapter 12, of the Code of West Virginia, 1931, as amended, which contained provisions for in-state travel of State employees and created the "Auditing Board of Traveling Expenses, and

WHEREAS, all authority concerning travel regulations of State employees was transferred to the Board of Public Works by reenactment of Section 2, Article 3, Chapter 12 (said House Bill 883) it is therefore the sense of this Board to establish continuing authority for travel of state employees from March 19, 1965 forward, and

IT WAS, THEREFORE, Upon motion, duly made and seconded,

O R D E R E D: That the current "Out-of-State Travel" rules and regulations formulated and amended, by the former "Auditing Board of Traveling Expenses," be and the same is hereby adopted by the Board of Public Works, as rules and regulations governing "Out-of-State Travel" until further notification by the Board of Public Works. All requests for travel and expense accounts to be submitted to Clerk, Board of Public Works, on present forms, until further notice, and


IT IS FURTHER O R D E R E D: That the current rules and regulations of the Board of Public Works concerning In-State Travel, remain in full force and effect until further notification by the Board of Public Works.

FILED IN THE OFFICE OF  
JOE F. BURDETT  
SECRETARY OF STATE  
THIS DATE March 19, 1965

BOARD OF PUBLIC WORKS  
June 15, 1965

FILED IN THE OFFICE  
ROBERT D. BAILEY  
SECRETARY OF STATE  
THIS DATE June 15, 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 State Auditing Board of Traveling Expenses and Series I of the Board of Public Works filed on the 1st day of January, 1965.

  
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 June 15, 1965

Subject: Travel and Subsistence Allowances for State Employees

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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 June 15, 1965.

1.04. Effective Date - These regulations become effective June 15, 1965 except that portion pertaining to State-owned vehicles. The State Motor Pool will be in operation on or about July 1, 1965, at which time this section of the regulations shall become effective.

Section 2. General Instructions

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. 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.

2.03. 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.

### Section 3. Transportation

3.01. 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.

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.

Operation of State-owned vehicles will be confined to State officials and employees. The Board of Public Works may authorize the use of private or chartered aircraft when it is in the best interest of the State.

3.02. 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.

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

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

3.05. 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. Toll bridges and turnpike charges may be included as an additional item. Reimbursement for use of privately-owned vehicles will be made only where State-owned vehicles are not available through the State Motor Pool.

Section 4. Subsistence

4.01. 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.

4.02. 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.

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

Section 5. Miscellaneous

5.01. 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.

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

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 6. Out-Of-State Travel

6.01. 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 meetings 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 \$5.00 per day for each of the conventions unless prior approval is 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 in route to and from a destination outside the State (mileage, hotel and meals) shall not exceed the first class passenger train fare for such distance.

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

#### Section 7 Greenbrier Hotel Trips

7.01. Prior approval by the Board of Public Works must be obtained for lodging at the Greenbrier Hotel at White Sulphur Springs, West Virginia.

BOARD OF PUBLIC WORKS

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

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Filing Date, 1.03

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