



State of West Virginia
Soil Conservation Committee

Guthrie Center
Charleston 25305
Phone (304) 348-2204

FILED
1989 NOV -2 PM 4: 45
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

November 2, 1989.

The Honorable Ken Hechler
Secretary of State
State Capitol Complex
Charleston, West Virginia 25305

Dear Secretary Hechler:

As per the requirements of the West Virginia Code, attached are procedural regulations concerning travel by personnel in the West Virginia Soil Conservation Committee. These regulations are effective as of November 2, 1989.

If you have any questions or comments, please contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lance Tabor".

Lance Tabor
Executive Secretary

LT/elp

West Virginia Procedural Regulations
State Soil Conservation Committee
Chapter 19-21A-21B

General Index
for
Series I

FILED
1939 NOV -2 PM 4:45
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Title: State Soil Conservation Committee Regulations to Govern In-State and Out-of-State Travel by State Soil Conservation Committee Members and Soil Conservation District Supervisors.

- Section 1. General
- 1.1 Scope
 - 1.2 Authority
 - 1.3 Filing Data
 - 1.4 Effective Date
 - 1.5 Repeal of former rule.
- Section 2. Declaration of Policy
- 2.1 General Statement
 - 2.2 Compliance Responsibility
 - 2.3 Inquiries
 - 2.4 Conflict of Interest
- Section 3. General Instructions
- 3.1 Headquarters
 - 3.2 Expense Accounts
 - 3.3 Meal Allowance
 - 3.4 Lodging
 - 3.5 Transportation
 - 3.6 Registration Fees
 - 3.7 Baggage
- Section 4. In-State Travel
- Section 5. Out-of-State Travel
- Section 6. Advance Allowance

West Virginia Procedural Regulations
State Soil Conservation Committee
Chapter 19-21A-21B
Series I

FILED
1989 NOV -2 PM 4: 45
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

TITLE: Regulations to Govern In-State and Out-of-State Travel by West
Virginia State Soil Conservation Committee Members and District
Supervisors.

Section 1. General

1.1 Scope - These procedural regulations establish general operating procedures for in-state and out-of-state travel by State Soil Conservation Committee Members and District Supervisors.

1.2 Authority - These regulations are promulgated and issued under authority of Chapter 19, Article 21A, Section 4, of the West Virginia Code, 1931, as amended.

1.3 Filing Date - November 2, 1989.

1.4 Effective Date - November 2, 1989.

Section 2. Declaration of Policy

2.1 - General Statement - These regulations govern reimbursement for travel costs and other expenses for authorized members of the West Virginia State Soil Conservation Committee and Supervisors of the West Virginia Soil Conservation Districts traveling on business for and on behalf of the State of West Virginia, specifically the West Virginia State Soil Conservation Committee and only for the proper conduct of the State's business. These regulations are designed to insure fairness in the application and administration of travel expense reimbursement. When a committee member or district supervisor is traveling on state business pursuant to these regulations he/she is expected to exercise the care of a prudent person traveling for personal reasons. Travel on business must be conducted at a minimum cost for achieving success of the

Page Two

mission. All travel expenditures shall be within budgetary allowance for the State Soil Conservation Committee for which the trip is taken.

2.2 - Compliance Responsibilities - It shall be the responsibility of the Administrative Office of the State Soil Conservation Committee to insure compliance with these regulations.

2.3 - Inquiries - Any questions or inquiries regarding these regulations should be directed to the Administrative Office of the State Soil Conservation Committee.

2.4 - Conflict of Interest - No committee member or district supervisor shall receive reimbursement from a third party or receive prepayment of expenses by a third party while conducting business on behalf of the Committee, without the express written prior approval of the Chairman.

Section 3. General Instructions

3.1 - Headquarters - For purposes of travel reimbursement, each committee member or district supervisor shall have a designated workplace as the official headquarters of the employee.

3.1.2 - Headquarters Single Location - Headquarters shall not be multiple stations. Personnel who work multiple stations which necessitate automobile travel are in travel status from the moment of departure of the official headquarters until return to official headquarters.

3.2 - Expense Accounts - The standard forms issued by the Department of Administration, Division of Finance and Administration entitled, "Out-of-State Travel Expense Account" form and the "In-State Travel Expense Account" form will be used for settlement of and reimbursement for all travel expenses. The form must show detail of expenses incurred by day, and will be

Page Three

summarized by day and by category as provided for on the forms.

3.2.1 - Itemization - Itemized receipts must accompany the travel expense forms to include, as a minimum, all lodging receipts, airlines or common carrier receipts, registration receipts, parking charges, toll charges (except West Virginia Turnpike toll charges), baggage charges.

3.2.2. - Verification/Approval - All expense account forms will be signed by the committee member or district supervisor and approved by the Administrative Office of the State Soil Conservation Committee. No person may approve his own expense account form. The approval of expense accounts is more than a formality and should be treated with due seriousness. Approval of expense account indicates that expenses submitted for reimbursement have been reviewed, and found to comply with committee policies regarding authorized travel expenses.

3.2.3. - Time of Submission - Committee members and district supervisors shall be responsible for submitting all requests for reimbursement of travel expenses, including receipts, to the Administrative Office of the State Soil Conservation Committee within three (3) working days from trip return date. It is the responsibility of the Administrative Office of the State Soil Conservation Committee to review and approve committee member's and district supervisor's expense accounts within two (2) working days of receipt and forward to the Administrative Services Division of the Department of Agriculture, which will submit appropriate transmittal within three (3) working days to the appropriate executive agencies of state government.

3.2.4. - Chairman's Approval - Written permission must be received from the Chairman, or his designee, as required in the following situations.

a) Out-of-State travel when more than two (2) persons are requesting approval to attend the same meeting or conference.

Page Four

b) Travel for events having a registration fee in excess of \$150.00 per registrant.

c) Travel requiring use of chartered aircraft.

d) Travel outside the continental United States.

e) Attendance at meetings and events involving lodging at resort class facilities, such as The Greenbrier.

3.3 - Meal Allowance

3.3.1 - In-State Meal Allowance - Reimbursement will be made for the actual cost of meals while absent from official headquarters, on extended hours with a maximum of twenty-one dollars (\$21) per day for travel within the State of West Virginia where the distance from the official headquarters is over twenty-five miles. Meals are allowed when lodging is listed as "gratis" or "no charge".

3.3.2. - Out-of-State Meal Allowance - Reimbursement will be made for the actual cost of meals while absent from official headquarters, with a maximum of thirty dollars (\$30) per day. Meals are allowed when lodging is "gratis" or "no charge".

3.3.3. - Extended Hours - On overnight trips, departure from official headquarters before 8:00 a.m. entitles a travelling committee member or district supervisor to a full meal allowance. On overnight trips, departure before noon entitles the traveling committee member or district supervisor to lunch and dinner, while departure before 6:00 p.m. entitles the travelling committee member or district supervisor to dinner.

On the return trip, arrival at the official headquarters before 8:00 a.m. entitles the travelling committee member or district supervisor to no meal allowance, arrival before noon entitles the committee member or district supervisor to breakfast only; arrival after 12:00 entitles the committee member

Page Five

or district supervisor to breakfast and lunch, while arrival after 6:00 p.m. entitles the travelling committee member or district supervisor to a full meal allowance. Arrival and departure time must be stated on the travel expense account form.

3.3.3(1) - Meal Allowance Determination - The following meal allowances are to be used in determining the amount of reimbursement to committee members or district supervisors travelling on state business when the full meal allowance cannot be claimed.

1) In-state travel: Breakfast - \$5.00, Lunch - \$6.00, and Dinner - \$10.00.

2) Out-of-State travel - Breakfast - \$5.00, Lunch - \$10.00, and Dinner - \$15.00.

3.3.4 - Meals as Part of an Official Meeting - Advance approval must be secured from the Administrative Office of the State Soil Conservation Committee when meals are an integral part of an official meeting, and in excess of the allowable reimbursement.

3.3.5 - Soil Conservation District Supervisors and State Soil Conservation Committee Members shall be allowed to charge for a meal at their official district and/or board meetings and at other functions as authorized by the Administrative Office of the State Soil Conservation Committee. Meal allowance, when not in conjunction with extended hours (overnight trips), shall be at the following rate: Breakfast - \$5.00, Lunch - \$6.00, and Dinner - \$10.00.

3.4 - Lodging - Committee members and district supervisors travelling on state business will be reimbursed in an amount equal to their actual cost of lodging as shown on the lodging receipt. Reimbursement shall not be allowed for personal services such as laundry, valet charges or personal telephone calls. In the case of double occupancy, where one of the occupants is

not on state business, hotel reimbursement will be on the basis of the least expensive available single rate.

3.5 - Transportation

3.5.1 - Airline or Common Carrier - Reimbursement will be made for the actual cost of bus, rail or air coach travel or other common carrier as evidenced by receipted bills which must accompany and verify the expense report. Committee members and district supervisors are required to travel at tourist or economy rates when available.

3.5.2 - Motor Vehicle - Reimbursement for the use of committee member's or district supervisor's personal car in connection with state business will be at the rate of twenty-four cents (\$.24) per mile. Such reimbursement rate shall apply between the official headquarters and the official destination. There will be no reimbursement of expense for commuting purposes.

3.5.2.1 - Automobile Rental - Automobile rental will be reimbursable to committee members or district supervisors when used in conjunction with common carrier travel and when substantiated by receipts. Committee members and district supervisors are expected to utilize the least expensive rental car available.

3.5.3 - Alternative Travel Arrangements - In cases where a committee member or district supervisor chooses to drive rather than fly on state business, reimbursement will be limited to the amount of the tourist or economy airline fare to such location. Meals, mileage and other charges in connection with alternate travel will be allowed only to the extent that such costs along with mileage charges do not exceed air fare.

3.5.4 - Other Transportation Costs - Other transportation costs will be reimbursed on an incurred basis as substantiated by receipts. Such

Page Seven

reimbursement may include toll road (except West Virginia Turnpike), toll bridges, subways, parking fees and garage storage charges for vehicles used in connection with state business.

3.6 - Registration Fees - Registration fees at meetings or conferences must be supported by receipt. Committee members and district supervisors shall not receive additional allowance for lodging or food that has been included in the registration fee.

3.7 - Baggage Charges - Baggage charges will be reimbursed on an incurred basis for the date of arrival and the date of departure, not to exceed a total of 5% of the daily room rate.

Section 4. In-State Travel

Daily allowance for in-state travel shall be subject to all requirements of these regulations. Reimbursement shall be allowable for meals, transportation, lodging, registration fees, parking fees, toll charges, and baggage charges.

Section 5. Out-of-State Travel

5.1 - Daily Allowance - Daily allowance for out-of-state travel shall be subject to all requirements of these regulations. Reimbursement shall be allowable for meals, transportation, lodging, registration fees and baggage. Lodging receipts must be marked paid in full.

5.2 - Out-of-State Travel Requests - Each committee member and district supervisor which is required to travel out-of-state must file an application regarding such travel at least fifteen (15) working days in advance of the planned trip with the Administrative Office of the State Soil Conservation

Page Eight

Committee.

Section 6. Advance Allowance

6.1 - Out-of-State Advance Allowance - Any committee member or district supervisor authorized to travel out-of-state may request an advance allowance for out-of-state travel, provided that the transmittal for the advance allowance is cleared against the related expenses within thirty (30) day of the last day of travel. The Administrative Office of the State Soil Conservation Committee will be responsible to ascertain that such allowance and related expense reports are cleared within thirty (30) days.

6.1.1. - Certification - Each out-of-state advance allowance shall carry the following certification:

"I hereby certify that the above advance allowance requisitioned in the name of _____ is being requested pursuant to compliance with the rules and regulations of the State Soil Conservation Committee.

signed _____
Committee Member or District Supervisor

signed _____
Administrative Office of the
State Soil Conservation Committee