



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION

State Capitol  
Charleston, WV 25305

Gaston Caperton  
Governor

Chuck Polan  
Secretary

March 10, 1993

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

MAR 10 2 08 PM '93

FILED

Honorable Ken Hechler  
Secretary of State  
Building 1, Suite 157 K  
1900 Kanawha Boulevard, East  
Charleston, West Virginia 25305-0770

Re: Travel Regulations

Dear Ken:

Enclosed is a copy of the State of West Virginia Travel Regulations that will be effective April 1, 1993, promulgated in accordance with West Virginia Code §12-3-11 in the format prescribed by your office. In addition, enclosed is a blacklined version in the format prescribed by your office to permit easy review from the last version of the Travel Regulations, as well as the booklet format.

If you have any questions, do not hesitate to contact me.

Sincerely,

Chuck Polan  
Secretary

CP/tj

Enclosure: 1

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STATE OF WEST VIRGINIA

TRAVEL REGULATIONS

OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

**§1. General.**

1.1. Scope--This rule governs authorization for and methods of travel and reimbursement for travel related expenses incurred by travelers doing business on behalf of the State of West Virginia either as a state employee or as a representative of the State of West Virginia, but does not apply to the Legislature, West Virginia Supreme Court of Appeals, Attorney General, Auditor, Secretary of State, Treasurer, Board of Investments and Commissioner of Agriculture or their employees or representatives.

1.2. Authority.--West Virginia Code §12-3-11.

1.3. Filing Date.--April 1, 1993.

1.4. Effective Date.--April 1, 1993.

This rule governs travel occurring on and after April 1, 1993.

**§2. Definitions.**

As used in this rule, all terms shall have the same meaning as provided in the West Virginia Code, unless otherwise defined herein.

**§3. Responsibilities.**

3.1. All travel arrangements should be designed to incur the minimum expense required for the successful completion of the mission. It shall be the responsibility of:

(a) the Executive Officer of the Department, Division, Board or Commission to ensure compliance with these regulations and ensure that all travel expenditures are within the budgetary allowances for the spending unit;

(b) State employees and other travelers to properly apply these regulations to their travel, comply with all requirements of these regulations, and exercise the same care in incurring travel related expenses for the State of West Virginia as would

a prudent person traveling at personal expense; and

(c) the Travel Management Office of the Department of Administration to administer the Governor's Travel Regulations, control and reduce travel related expenses, oversee contracted travel and transportation vendor performance, and serve as the contract administrator for all statewide contracts related to state business travel.

3.2. Questions regarding the interpretation of or requests for exceptions or exemptions to these regulations are to be directed to the administrator of the Travel Management Office.

#### **§4. Authorization for Travel.**

4.1. It is the responsibility of the Travel Management Office, on behalf of the Governor, to authorize or delegate the ability to authorize all in- and out-of-state travel by state employees and other persons traveling on business for or representing the State of West Virginia.

4.2. Authority for the approval of all travel is delegated to the Executive Officer of the Department, Board or Commission **except** where the conditions listed below occur. Under no circumstances should travel requiring the approval of the Travel Management Office be taken without approval.

4.3. All spending units are **required to use the Travel Authorization form designated** by the Travel Management Office for all travel related requests. Copies of a completed Travel Authorization form with an attached copy of the corresponding Travel Expense Account Settlement form must be submitted to the Travel Management Office for **all out-of-state travel**. Both forms must be sent together to the Travel Management Office at the time payment or reimbursement for the travel is requested.

4.4. It is the responsibility of the individual traveler to complete and submit to the Travel Management Office the appropriate request for travel authorization no later than five (5) business days prior to the departure date of the travel only when the following conditions occur:

(a) out-of-state travel when more than two (2) travelers are requesting approval to travel to the same destination for the same purpose when expenses other than ground transportation expenses are incurred;

(b) in- or out-of-state travel for any state employee where the funding source, all or in part, for the business related travel is neither state appropriated or state administered funds unless the funding source is personal and identified as a

"personal expense" or is paid by a family member identified by name and relationship, mark **Other** box and identify the funding source on the line provided on the authorization for travel and expense settlement forms;

(c) where direct billing, except when the use of a board and lodging voucher is the only direct billed expense;

(d) where a cash advance, in any amount, is requested;

(e) in- or out-of-state travel where personal travel is combined with business travel **except** where there is an extended stay at the business destination for the purpose of receiving transportation discounts;

(f) in- or out-of-state travel where the estimated expenses are \$2,500.00 or more per traveler;

(g) for all non-contract purchases of airline or rail tickets or reservations for commercial rental vehicles; or

(h) in all other circumstances as requested by the Travel Management Office.

4.5. Additionally, if the total of all the estimated expenses approved by the Travel Management Office are exceeded by 10% or less, then no additional review or approval by the Travel Management Office is necessary for the reimbursement of all expenses.

4.6. In circumstances where the five (5) day advance submission requirement cannot be met, the request must be communicated to the Travel Management Office prior to the departure date by:

(a) Facsimile - A completed request for travel authorization, with appropriate signatures and a plausible explanation of the cause for the inability to meet the advance submission requirement, may be sent by facsimile machine to the Travel Management Office with a response by the Travel Management Office by either facsimile machine or telephone. An original request for travel authorization is not required for authorization of the travel, the approved facsimile copy shall serve as the complete authorization by the Travel Management Office; or

(b) Telephone - Travel Management Office staff will record the information to be provided on the request for travel authorization as well as the cause for the inability to meet the advance submission requirement on a "verbal approval log" and respond to the request. As a follow up, an original request for travel authorization is required to be reviewed and signed by the

Travel Management Office and submitted with the traveler's expense account.

#### 4.7 Submission of Travel Expense Account Settlement Form

Travelers doing business on behalf of the State of West Virginia either as a state employee or as a representative of the State of west Virginia are responsible for accurately completing and submitting for reimbursement the travel expense account settlement form, with all required attachments to his or her spending unit within three (3) business days of the last day of the approved travel in order to qualify for reimbursement of expenses or payment of direct billed expenses. The spending unit business office must submit the travel expense account settlement form for reimbursement within three (3) business days of receipt of this form from the traveler.

### §5. Transportation.

5.1. The traveler should use the most economical mode of public transportation that is consistent with the purpose of the trip. Commercial air transportation shall be the standard by which transportation expenses are evaluated both in terms of costs and travel time.

#### 5.2. Air Transportation.

##### 5.2.1. Commercial Airlines

- (a) In order to receive reimbursement, all airline reservations must be made and tickets issued through the contracted travel service(s).
- (b) All airline reservations must be made in the least expensive class of service available for the required flights. Travel in a class of service other than coach will be reimbursed only:
  - (i) when necessary because it is the only service offered or available between two points;
  - (ii) when other space is unavailable and reasonable efforts to obtain coach service have been made;
  - (iii) when the upgraded class of service is provided without cost to the State of West Virginia and approved by the Travel Management Office; or
  - (iv) when an upgraded class of service is

approved by the Travel Management Office for international travel.

- (c) Airline ticket or reservation changes, other than those made enroute, should be made with the contracted travel service(s). Refundable or unused airline tickets must be returned immediately to the travel service that issued the ticket so that a prompt refund, if applicable, may be obtained.
- (d) Deliberately causing increased costs or delays for the purpose of obtaining personal gratuities, such as denied boarding compensation, frequent flyer points or mileage, or similar benefits is strictly prohibited. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit, or personal airline tickets, or similar actions is strictly prohibited. Such action(s) may be a violation of law.
- (e) Commercial airline tickets may be charged to a central billing account established for the spending unit by the Travel Management Office; and
- (f) The direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### 5.2.2. State Owned Aircraft

- (a) Reservations for the use of State Owned Aircraft managed by the Department of Administration are made through the Travel Management Office.
- (b) The Travel Management Office will:
  - (i) check the availability of aircraft and pilots;
  - (ii) advise the scheduler of the estimated cost for the requested itinerary;
  - (iii) if the aircraft and/or pilots are not available, the Travel Management Office will make recommendations for alternative transportation arrangements; and
  - (iv) maintain records of flights by Department,

Division, Section, the name of the primary passenger, dates and times of travel, destination, and pilot(s) assigned.

- (c) The Department reserving and paying for the use of the aircraft shall maintain documentation of all flights by the Department by using a Flight Services Record form as designated by the Travel Management Office.
- (d) The use of State Owned Aircraft must be limited to circumstances where the best interest of the state is served. State Owned Aircraft are to be used by state employees and/or non-employees, as necessary or reasonable. Non-employees are agents, brokers, clients, prospective clients, persons involved in missions of mercy or medical emergency, or other persons outside the state government of the State of West Virginia who have a connection with or may have a relationship to state business. Necessary and reasonable are relative terms. The transportation is necessary if it is the best way to accomplish the business objectives of the State of West Virginia; the transportation is reasonable if the offsetting advantages or the value to the State of West Virginia will surpass the actual costs for providing the transportation. A medical emergency is a limb or life threatening situation as defined by the patient's attending physician or emergency personnel.
- (e) State Owned Aircraft should be used in the following circumstances:
  - (i) travel where the use of State Owned Aircraft, for either an individual or a group, is equal to or less than the cost of commercial air carriers for the same itinerary;
  - (ii) travel when a calculation of the Value of Executive Time (VET) factor
$$\frac{1.76 \times \text{ANNUAL SALARY}}{235 \text{ WORK DAYS}} = \text{DAILY VET}$$
for the passenger(s) indicates that using a commercial air carrier schedule would result in total costs equal to or greater than the State Owned Aircraft expenses;
  - (iii) interstate travel with multiple destinations;
  - (iv) when the security of the passenger(s), as determined by the Secretary of the Department of

Public Safety, the Superintendent of the State Police, or the Travel Management Office is a primary concern in the preparation and execution of the itinerary; or

- (v) as directed by the Governor or Secretary of a Department.
- (f) Invoices for the aircraft managed by the Department of Administration are issued by the Department of Administration and are due and payable upon receipt. Payment of the invoices must be made by intragovernmental transfer to the Department of Administration, Travel Management Office, by the spending unit and, where appropriate, individuals are to issue reimbursement to the spending unit by check. Spending units that do not issue payment for the use of Department of Administration managed State Owned Aircraft are subject to the suspension of further services and the applicable collection procedures of the Department of Administration.

### 5.2.3. Charter Aircraft Services & Privately Owned Aircraft

The use of privately owned aircraft is prohibited. Charter aircraft services should be used only when a State Owned Aircraft is not available or is unsuitable for the traveler's mission and when:

- (a) travel is to a destination without commercial airline service or with infrequent airline service;
- (b) travel where the use of chartered aircraft, for either an individual or a group, is equal to or less than the cost of commercial airlines for the same itinerary;
- (c) travel when a calculation of the Value of Executive Time (VET) factor

$$\frac{1.76 \times \text{ANNUAL SALARY}}{235 \text{ WORK DAYS}} = \text{DAILY VET}$$

for the passenger(s) indicates that using a commercial air carrier schedule would result in total costs equal to or greater than the charter aircraft expenses;

- (d) interstate travel with multiple destinations;
- (e) when the security of the passenger(s), as determined by the Secretary of the Department of Public Safety, the Superintendent of the State Police, or the Travel Management Office, is a primary concern in the

preparation and execution of the itinerary; or

- (f) as directed by the Governor or Secretary of a Department.

#### 5.3. Ground Transportation.

- (a) State Owned Vehicles shall be the standard, in terms of cost, by which ground transportation expenses are evaluated. The mileage (distance and amount) claimed for reimbursement when using a Privately Owned Vehicle must be for bona fide business travel miles only; mileage cannot be claimed nor reimbursed for personal use, such as normal commuting, sightseeing, shopping, and/or obtaining meals from establishments beyond a reasonable distance from the traveler's lodging.
- (b) The operator (traveler) of either a State Owned Vehicle, a Privately Owned Vehicle, or a Commercial Rental Vehicle used for business travel, must possess a valid driver's license. Additionally, the operator is personally responsible for any fines and/or penalties, either criminal or civil, resulting from any citations, charges, or warrants issued as a result of the operation or parking of the vehicle which he or she is using for business travel. Fines or penalties are not considered reimbursable expenses. Expenses resulting from operator negligence are not considered reimbursable expenses.

#### 5.4. State Owned Vehicles.

- (a) The use of State Owned Vehicles must be limited to circumstances where the best interest of the State of West Virginia is served. State Owned Vehicles must be used for "official business use" only and must be operated by authorized state employees, unless otherwise permitted by the Transportation Regulations.
- (b) For complete information regarding the assignment, cost, and use of State Owned Vehicles, refer to the Transportation Regulations.

#### 5.5. Privately Owned Vehicles

A Privately Owned Vehicle, a vehicle owned by the traveler, should be used for in- or out-of-state travel only when a State Owned Vehicle is not available and when:

- (a) the mission of the traveler requires a vehicle to be at his or her disposal either for official business transportation requirements enroute, at his or her

destination, and/or at his or her assigned headquarters, defined as the limits of the official station will be the corporate limits of the city or town in which the traveler is stationed (if the traveler is not stationed in an incorporated city or town, the official station is the county or in the case of large counties, the established subdivision thereof, having definite boundaries within which the designated post of duty is located);

- (b) the secure transportation of materials is required for the successful completion of the traveler's mission;
- (c) there are multiple state employees or other authorized business travelers sharing the privately owned vehicle;
- (d) all related expenses are less than or competitive with available commercial air transportation; or
- (e) commercial air transportation cannot meet the requirements of the traveler or his/her mission as acknowledged by and with the consent of the Travel Management Office.
- (f) Reimbursement for business miles is:

01 January 1992 - 30 June 1992	\$0.230/business mile
01 July 1992 - 31 December 1992	0.260/business mile
01 January 1993 - 30 June 1993	0.275/business mile
01 July 1993 - 31 December 1993	0.280/business mile
01 January 1994 - until revised	0.285/business mile

#### 5.6. Courtesy Vehicles

A Courtesy Vehicle, a vehicle not owned by the traveler, should be used for in- or out-of-state travel only when a State Owned Vehicle is not available. The reimbursement rates for business miles is as follows:

01 January 1992 - 30 June 1992	\$0.115/business mile
01 July 1992 - 31 December 1992	0.130/business mile
01 January 1993 - 30 June 1993	0.135/business mile
01 July 1993 - 31 December 1993	0.140/business mile
01 January 1994 - until revised	0.1425/businessmile

#### 5.7. Commercial Rental Vehicles

- (a) In order to receive reimbursement, all Commercial Rental Vehicle reservations must be made through the contracted travel service(s).
- (b) Reimbursement shall include the daily rental fee for a

mid-size or smaller car, mileage fee, and gasoline costs. Collision damage waiver, or the rental company's equivalent coverage limiting damage to or loss of the use of the rental vehicle, is a reimbursable expense for rentals of seven (7) days or less; no other insurance or insurance-like product is reimbursable for rentals used in the United States unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside of the United States.

- (c) A Commercial Rental Vehicle should be used for in- or out-of-state travel only when a State Owned or Privately Owned Vehicle is not available and when:
  - (i) there are multiple state employees or other authorized business travelers sharing the rental instead of public transportation; and
  - (ii) all related expenses are less than or are competitive with available public transportation.
- (d) Commercial rental vehicles may be charged to a central billing account established for the spending unit by the Travel Management Office. The direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### 5.8. Rail Services.

- (a) In order to receive reimbursement, all rail travel reservations must be made and tickets issued through the contracted travel service(s).
- (b) All rail travel reservations must be made in the least expensive class of service available. Travel in a class of service other than coach will be reimbursed only:
  - (i) when necessary because it is the only service offered or available between two points;
  - (ii) when other space is unavailable and reasonable efforts to obtain coach service have been made; or
  - (iii) when such accommodations are necessary for approved medical reasons as documented in writing by the traveler's attending physician and with the consent of the Travel Management Office.

- (c) Rail tickets may be charged to a central billing account established for the spending unit by the Travel Management Office. The direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### 5.9. Miscellaneous Ground Transportation.

- (a) Reimbursable expenses include, but are not limited to, garage and parking fees, tolls, and charges including baggage handling costs for limousines, taxis, and public transportation for service to and from airports and railroad stations, between appointments, and between hotels and meeting places.
- (b) When courtesy transportation is provided by a hotel, motel, or other service or facility, the traveler is encouraged to use this service.

### §6. LODGING

6.1. In order to receive reimbursement, all lodging reservations for travel which include airline and/or commercial rental vehicle reservations must be made through the contracted travel service(s) or have a statement issued by the travel service - to be attached to the traveler's expense account - indicating that a rate lower than the rate obtained by the traveler is not available through the contracted travel service.

6.2. Reimbursement shall include the actual expenses for overnight accommodations, use of a room during daytime, and all applicable taxes and surcharges. Reimbursement for:

- (a) single occupancy shall be at the least expensive single room rate available;
- (b) multiple occupancy, by state employees, shall be at equal percentages of the actual cost for accommodations for each traveler; and
- (c) multiple occupancy, when only one of the travelers is on state business, shall be at the least expensive single room rate.

6.3. The board and lodging voucher, as designated by the Travel Management Office, is the only approved method for direct billing of lodging expenses.

6.4. Prior to using the board and lodging voucher, a

spending unit must secure an authorization number from the Travel Management Office for the voucher - the authorization number is required for the payment of the charges on the voucher. The board and lodging voucher must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office. If the voucher is incomplete or incorrect, or if an original statement from the hotel/motel is not attached, neither the voucher nor the traveler's expense account settlement form will be processed for payment or reimbursement.

## **§ 7. MEALS**

7.1. Meal expense reimbursement is limited to actual expenses incurred for food, service, and any gratuity of 15% or less, not to exceed the Authorized Daily Rate (ADR) as issued by the Travel Management Office for the destination city. The destination city is considered to be the location or locations visited for the duration of the travel. Specifically excluded are alcoholic beverages and entertainment expenses. Where a percentage of the Authorized Daily Rate is used, round the calculated amount up to the next whole dollar.

7.2. When meals are provided for a traveler, the traveler's authorized daily rate (ADR) shall be reduced by an appropriate amount. For the purpose of determining the amount of deductions for meals on a uniform basis, allowances for meal expenses shall be deducted accordingly:

Breakfast	20% of ADR
Lunch	20% of ADR
Dinner	60% of ADR

7.3. Meal expense reimbursement for days of departure and return is 100% of the authorized daily rate (ADR).

7.4. Meal expense reimbursement for single day travel (when there is not an overnight stay and the travel time is ten hours or more but less than twenty-four hours) is limited to actual expenses not to exceed 25% of the authorized daily rate (ADR) of the destination city for each quarter - for partial quarters, round to the nearest quarter - of the day during which the traveler is approved travel status. The following chart illustrates the quarters used for calculation:

12:00 Midnight	to 6:00 AM	25% of ADR
6:00 AM	to 12:00 Noon	25% of ADR
12:00 PM	to 6:00 PM	25% of ADR
6:00 PM	to 12:00 Midnight	25% of ADR

7.5. The following qualifications for **extraordinary meal expense reimbursement** require the exercise of good judgement in determining what is a "reasonable" expense to incur for the situation in which the traveler finds himself or herself:

- (a) "Guardian Travel": travelers transporting or accompanying clients, patients, prisoners, students or others entrusted to the State of West Virginia for their care, education, incarceration, placement, or protection are to be reimbursed the actual meal expenses for both the traveler(s) and the client.
- (b) "Law Enforcement Travel": travelers working in an "undercover or covert operation" at the written direction of the Secretary of the Department in which they are employed may, with the consent of the administrator of the Travel Management Office, be reimbursed for their actual meal expenses.
- (c) "Board and Commission Members": for single day travel (when there is not an overnight stay), in conjunction with the performance of their official duties, Board and Commission members may be reimbursed the actual meal expenses incurred not to exceed the applicable authorized daily rate for the destination city.

7.6. Receipts are not routinely required for the reimbursement of meal expenses; however, all meal receipts are required for "guardian travel."

7.7. Meal expenses may be direct billed only in connection with the use of a board and lodging voucher.

## **§8. REGISTRATION FEES**

8.1. Fees or charges for the attendance at conferences, meetings, seminars, and/or workshops, as well as event related materials, are reimbursable expenses to the traveler.

8.2. If the registration fee is direct billed, the direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

8.3. When a registration fee is charged by a spending unit within state government and is to be paid as an intragovernmental transfer, an authorization form is not required to be completed by the traveler or the spending unit, nor is any approval required by the Travel Management Office.

## **§9. COMMUNICATION EXPENSES**

9.1. Travelers doing business on behalf of the State of West Virginia, either as a state employee or as a representative of the State of West Virginia, may place, as reimbursable expenses, business related communications for:

- (a) local calls which may include a surcharge;
- (b) long distance calls which include toll charges and may include surcharges;
- (c) surcharge for long distance calls when the toll charges are direct billed; and
- (d) facsimiles, cablegrams, or telegrams which may include toll charges, surcharges, or delivery charges.

9.2. Long distance calls and communications must be charged on the state's communication credit card, which will be direct billed to the spending unit and must not be indicated on the travel expense account settlement form.

## **§10. MISCELLANEOUS EXPENSES**

10.1. Travelers doing business on behalf of the State of West Virginia, either as a state employee or as a representative of the State of West Virginia, may incur miscellaneous business related expenses.

10.2. **Reimbursable** expenses to the traveler include, but are not limited to:

- (a) baggage handling actual expenses not to exceed \$2.00 per item for a maximum of three items, only when using public transportation or conveniences (i.e., taxi, airport services, or airport curbside check-in) or when using a lodging facility that has portorage (i.e., "bell boy") services rather than a facility where the traveler is expected to carry his or her own luggage;
- (b) baggage storage, currency conversion, guides, interpreters, and visa fees.

10.3. **Non-reimbursable** expenses to the traveler include, but are not limited to, certificates of birth, health or identity, in-room entertainment, inoculation charges, passports, photographs for passports or visa, travel or cancellation insurance, and the use of State Owned Aircraft or Vehicles.

10.4. Receipts must be obtained, when available,

indicating the total charge.

## **§11. RECEIPTS & REIMBURSEMENTS**

11.1. Travelers doing business on behalf of the State of West Virginia either as a state employee or as a representative of the State of West Virginia are responsible for accurately completing and submitting for reimbursement the travel expense account settlement form with all required attachments to his or her spending unit within three (3) business days of the last day of the approved travel in order to qualify for reimbursement of expenses or payment of direct billed expenses. The spending unit business office must submit the travel expense account settlement form for reimbursement within three (3) business days of receipt of this form from the traveler.

11.2. The traveler must comply with or submit the following receipts:

### 11.2.1. Commercial Air Transportation

- (a) commercial airline ticket - the "passenger coupon" from the airline ticket;
- (b) prepaid airline ticket - the "passenger coupon" from the airline ticket and the "purchaser's receipt" from the prepaid ticket advice;
- (c) exchanged airline ticket with a designation of "Even Exchange" - the "passenger coupon" and a note explaining why the original ticket was not used;
- (d) exchanged airline ticket with a designation of "Additional Collection" - the "passenger coupon" and a note explaining the reason for the additional cost;
- (e) exchanged airline ticket with a designation of "Cash/Credit Refund" - the "passenger coupon" and a note explaining the reason for the refund;
- (f) commercial airline ticket issued by a non-contract vendor - the "passenger coupon" and a letter of justification approved by the Travel Management Office for the purchase from a non-contract source; and
- (g) if a cancellation or change penalty is incurred, the charge is reimbursable if the traveler is directed in writing by the Executive Officer of

the spending unit to change his or her travel plans or in other extenuating circumstances as approved by the Travel Management Office; charges incurred due to the failure of the traveler or the traveler's representative to notify the air carrier or the contracted travel services vendor will be considered a personal expense.

#### 11.2.2. State Owned Aircraft

- (a) invoices for the aircraft managed by the Department of Administration are issued by the Department of Administration to spending units;
- (b) the traveler's travel expense account settlement form may be processed for reimbursement without a corresponding invoice; and
- (c) if the cost for flight services is to be divided among spending units and/or individuals, then the cost is to be pro-rated by the cost per flight hour times number of flight hours in the flight segment divided by the number of passengers per flight segment. (The spending unit reserving the State Owned Vehicle has the obligation of payment for all charges.)

#### 11.2.3. Charter Aircraft Services

- (a) the invoice must indicate the:
  - (i) name(s) and title(s) of the passenger(s),
  - (ii) departure and return dates and times, rate per flight hour or mile (statute or nautical),
  - (iii) charges for overnight or waiting time,
  - (iv) landing or "tie down" fees, and
  - (v) taxes and/or services charges.
- (b) if the cost for flight services is to be divided among spending units and/or individuals, then the total cost for the flight is to be pro-rated by the number of passengers per flight segment; and
- (c) the traveler's expense account settlement form must be processed with a corresponding invoice for the use of charter aircraft unless a specific exception to permit separate processing is obtained from the Travel Management Office.
- (d) direct billing charges must be processed with and referenced on the individual's travel expense

account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### 11.2.4. State Owned Vehicles

- (a) invoices for the use of the State Owned Vehicles are issued to the spending unit by the Department of Administration;
- (b) the traveler's travel expense account settlement form is to be processed for reimbursement without a corresponding invoice; and
- (c) reference, by license number, the use of a State Owned Vehicle on the travel expense account settlement form.

#### 11.2.5. Privately Owned Vehicles

- (a) reimbursement for business miles is:

01 January 1992 - 30 June 1992	\$.230/business mile
01 July 1992 - 31 December 1992	.260/business mile
01 January 1993 - 30 June 1993	.275/business mile
01 July 1993 - 31 December 1993	.280/business mile
01 January 1994 - until revised	.285/business mile

- (b) reference, by license number, the privately owned vehicle on the travel expense account settlement form.

#### 11.2.6. Commercial Rental Vehicles

- (a) the receipt must indicate the:
  - (i) name of Airlines Reporting Corporation (ARC) of the contracted travel service through which the reservation was made,
  - (ii) name of the renter,
  - (iii) name of additional driver(s),
  - (iv) rental dates and times,
  - (v) rate per hour, day, week, and/or mile,
  - (vi) type of vehicle,
  - (vii) insurance or insurance-like charges,
  - (viii) fuel costs or surcharges,
  - (ix) taxes and/or service charges, and
  - (x) form of payment; and
- (b) if the rental reservation is made by a non-contract vendor, then the receipt and a letter of justification approved by the Travel Management

Office for the reservation from a non-contract source is required prior to reimbursement or payment.

- (c) Commercial rental vehicles may be charged to a central billing account established for the spending unit by the Travel Management Office. The direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### 11.2.7. Rail Services

- (a) rail ticket - the "passenger coupon" from the ticket;
- (b) prepaid rail ticket - the "passenger coupon" and the "purchaser's receipt" from the ticket;
- (c) exchanged ticket with a designation of "Even Exchange" - the "passenger coupon" and a note explaining why the original ticket was not used;
- (d) exchanged ticket with a designation of "Additional Collection" - the "passenger coupon" and a note explaining the reason for the additional cost;
- (e) exchanged ticket with a designation of "Cash/Credit Refund" - the "passenger coupon" and a note explaining the reason for the refund; and
- (f) rail ticket issued by a non-contract vendor - the "passenger coupon" and a letter of justification approved by the Travel Management Office for the purchase from a non-contract source; and
- (g) if a cancellation charge is incurred, the charge is reimbursable if the traveler is directed in writing by the Executive Officer of the spending unit to change his or her travel plans or in other extenuating circumstances as approved by the Travel Management Office; charges incurred due to the failure of the traveler or the traveler's representative to notify the rail service or the contracted travel services vendor will be considered a personal expense.
- (h) Rail tickets may be charged to a central billing account established for the spending unit by the

Travel Management Office. The direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### 11.2.8. Miscellaneous Ground Transportation

For miscellaneous ground transportation, receipts must be obtained, when available, indicating the total charge. If possible, the receipt should indicate all transportation charges, fees, service charges, or taxes. If receipts are not available, then the expense on the travel expense account settlement form must be footnoted indicating "RECEIPT NOT AVAILABLE FOR THIS EXPENSE".

#### 11.2.9. Lodging

- (a) The hotel/motel statement, invoice or folio must indicate the:
  - (i) name(s) of the traveler(s),
  - (ii) number of occupants,
  - (iii) check-in and -out dates,
  - (iv) rate per night,
  - (v) taxes and/or service charges, and
  - (vi) the charges are paid in-full, or an attached "record of charge" that indicates that all the charges were placed the traveler's charge or credit card;
- (b) If more than one occupant, the statement must indicate, by the signature and title of a representative of the facility, the applicable single occupancy rate; and
- (c) If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed in writing by the Executive Officer of the spending unit to change his or her travel plans or in other extenuating circumstances as approved by the Travel Management Office; charges incurred due to the failure of the traveler or the traveler's representative to notify the facility will be considered a personal expense.
- (d) The board and lodging voucher, as designated by the Travel Management Office, is the only approved method for direct billing of lodging expenses.

- (e) Prior to using the board and lodging voucher, a spending unit must secure an authorization number from the Travel Management Office for the voucher - the authorization number is required for the payment of the charges on the voucher. The board and lodging voucher must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office. If the voucher is incomplete or incorrect, or if an original statement from the hotel/motel is not attached, neither the voucher nor the traveler's expense account settlement form will be processed for payment or reimbursement.

#### 11.2.10. Meals

- (a) Receipts are not routinely required for the reimbursement of meal expenses; however, all meal receipts are required for "guardian travel."
- (b) Meal expenses may be direct billed only in connection with the use of a board and lodging voucher.

#### 11.2.11. Registration Fees

- (a) The receipt must indicate the:
  - (i) name of the attendee,
  - (ii) name of the event,
  - (iii) date of the event,
  - (iv) total charges, including related materials, taxes and/or service charges,
  - (v) signature and title of the event representative accepting payment, unless the receipt is pre-printed indicating the name and address of the event sponsor, and
  - (vi) form of payment.
- (b) If a cancellation charge is incurred, the charge is reimbursable if the traveler is directed in writing by the Executive Officer of the spending unit to change his or her travel plans or in other extenuating circumstances as approved by the Travel Management Office; charges incurred due to the failure of the traveler or the traveler's representative to notify the event sponsor will be considered a personal expense.

- (c) If the registration fee is direct billed, the direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.
- (d) When a registration fee is charged by a spending unit within state government and is to be paid as an intragovernmental transfer, an authorization form is not required to be completed by the traveler or the spending unit, nor is any approval required by the Travel Management Office.

#### 11.2.12. Communication Expenses

- (a) Local Calls---must appear on lodging receipt which must be attached to the travel expense account settlement form and detailed in the "miscellaneous expense" field;
- (b) Long Distance Calls & Communications--must be charged on the state's communication credit card, unless the facility will not permit the use of the card, which will be direct billed to the spending unit and must not be indicated on the travel expense account settlement form;
- (c) Surcharges for Communications--must appear on the lodging receipt which must be attached to the travel expense account settlement form and be detailed in the "miscellaneous expense" field; and
- (d) Facsimile Communications--costs must be detailed on the hotel/motel statement or other provider statement along with the Facsimile Transmission Report indicating the "FROM" AND "TO" telephone numbers, the page count, and the cost per page/transaction must accompany the travel expense account settlement form.

#### 11.2.13. Miscellaneous Expenses

For miscellaneous expenses, receipts must be obtained, when available, indicating the total charge. If possible, the receipt should indicate all charges, fees, service charges or taxes. If receipts are not available, then the expense on the travel expense account settlement form must be footnoted indicating "RECEIPT NOT AVAILABLE FOR THIS EXPENSE".

## **§12. FORMS OF PAYMENT FOR BUSINESS TRAVEL EXPENSES**

12.1. Four (4) ways in which state business travel expenses may be paid:

- (a) corporate charge/credit card;
- (b) cash advance by the State of West Virginia;
- (c) direct billing to the spending unit; and
- (d) personal charge/credit card; personal check; or personal cash-out-of-pocket.

### **12.2. Corporate Charge or Credit Card**

- (a) The State of West Virginia may maintain a contract or contracts with a corporate charge or credit card company to provide corporate cards and related services. These cards are:
  - (i) the primary means of paying business travel expenses;
  - (ii) provided without cost to the cardholder; and
  - (iii) individually billed to and the responsibility of the cardholder.
- (b) All state business travelers are eligible to, and should apply for, a corporate card. Those travelers who spend a minimum of \$500.00 per year on business travel, without regard to the type or source of funding, are considered to be travelers for which the corporate card is the primary means of paying their business travel expenses. Travelers who qualify for the corporate charge or credit card program, but choose not to participate in the program, are not eligible for the other state sponsored forms of payment. Provided, that a cash advance in the amount of the registration fee is permitted if the fee cannot be charged to the corporate card or direct billed to the spending unit.

### **12.3. Cash Advances**

- (a) Cash advances may be received by a State of West Virginia employee, or a representative for a student or student group, for the payment of registration fees where the corporate card is not accepted and/or daily miscellaneous expenses.
- (b) Cash advances are limited to two outstanding advances per individual traveler or regular student group representative at any given time. It is the

responsibility of the Executive Officer of the spending unit to ensure that the first cash advance settlement is sufficiently in the process of being settled prior to approving a second cash advance.

- (c) Cash advances are issued for:
  - (i) out-of-state travel;
  - (ii) a minimum of four (4) days and a maximum of the number of days approved for travel at a rate of \$25.00 per day for miscellaneous expenses;
  - (iii) the exact amount of registration fees exceeding \$100.00;
  - (iv) the total estimated expenses for a student or student group; and
  - (v) other circumstances as approved by the Travel Management Office.
  
- (d) Cash advances for Athletic Departments for team travel and team- or event-related expenses may be in the exact amount estimated for the designated cash advance period (recommended not to exceed one month). Athletic Departments are limited in cash advances only by the number of teams and scheduled events. Athletic cash advances are issued for:
  - (i) the total estimated amount of the travel expenses for the team and appropriate representatives and staff accompanying the team;
  - (ii) the total estimated amount of the event-related expenses, as determined by the Athletic Director.
  
- (e) Cash advance settlement must be:
  - (i) submitted by the individual traveler or student group representative to his or her spending unit within three (3) business days of the last date of approved travel;
  - (ii) submitted by an Athletic Department so that the advance is settled within the time frame prescribed for settlement by the State Auditor's office;
  - (iii) submitted by the spending unit business office for settlement within three (3) business days of receipt of the travel expense account settlement

form; and

- (iv) settled within the time frame prescribed for settlement by the State Auditor's Office.
- (f) Failure to settle the cash advance within the prescribed time frame will result in the suspension of cash advance privileges for the traveler's spending unit and any other action deemed appropriate.

#### 12.4. Direct Billing to the State of West Virginia

12.4.1. Direct billing may be authorized only by the Travel Management Office, except in those situations when a registration fee is charged by a spending unit within state government and is to be paid as a intragovernmental transfer; without such authorization, any traveler or his/her representative authorizing a vendor to direct bill a state spending unit will assume the billed amount as a personal expense.

12.4.2. Direct billing is limited to those travelers and authorized guests of spending units not eligible for other payment mechanisms or as approved by the Travel Management Office.

12.4.3. Failure to submit any direct billed expense with the travel expense account settlement form, where required, will result in the suspension of direct billing privileges for the traveler's spending unit until the direct billed expense is processed for payment and paid.

#### 12.4.4. Air Transportation

(a) Commercial airline tickets may be charged to a central billing account established for the spending unit by the Travel Management Office. The direct billing must be processed with and referenced on the individuals's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### (b) State Owned Aircraft

(i) Invoices are issued by the Department of Administration and are due and payable upon

receipt;

(ii) Payment for all charges must be made by intragovernmental transfer to the Department of Administration, Travel Management Office, by the spending unit and, where appropriate, individuals are to issue reimbursement to the spending unit by check.

(iii) spending units that do not issue payment for the use of State Owned Aircraft are subject to the suspension of further services and the applicable collection procedures of the Department of Administration.

(c) Charter Aircraft Services

For charter aircraft services, direct billing charges must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

12.4.5. State Owned Vehicles

(a) For complete information regarding the billing for State Owned Vehicles refer to the Transportation Regulations.

(b) Direct billing must be referenced on the individual's travel expense account settlement form, but it is not required to be processed for payment with the expense account.

12.4.6. Commercial Rental Vehicles

(a) Commercial rental vehicles may be charged to a central billing account established for the spending unit by the Travel Management Office; and

(b) Direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

12.4.7. Rail Services

(a) Rail tickets may be charged to a central billing

account established for the spending unit by the Travel Management Office.

- (b) Direct billing must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.

#### 12.4.8. Lodging

- (a) The board and lodging voucher, as designated by the Travel Management Office, is the only approved method for direct billing of lodging expenses;
- (b) Prior to using the board & lodging voucher, a spending unit must secure an authorization number from the Travel Management Office for the voucher; the authorization number is required for the payment of the charges on the voucher;
- (c) The board and lodging voucher must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office;
- (d) If the voucher is incomplete or incorrect or if an original statement from the hotel/motel is not attached, neither the voucher nor the traveler's expense account settlement form will be processed for payment or reimbursement;
- (e) Under no circumstances is it acceptable to allow a facility to maintain and complete the voucher on the traveler's behalf;
- (f) Any charge on the voucher that exceeds the amount authorized for a traveler by these regulations becomes the responsibility of the traveler that incurred the charge; and
- (g) Complete instructions on how to use and complete the board and lodging voucher will be issued by the Travel Management Office.

#### 12.4.9. Meals

Meal expenses may be direct billed only in conjunction with the use of a board and lodging voucher.

#### 12.4.10. Registration Fees

- (a) The direct billing of registration fees must be processed with and referenced on the individual's travel expense account settlement form unless a specific exception to permit separate processing is obtained from the Travel Management Office.
- (b) When a registration fee is charged by a spending unit within state government and is to be paid as an intragovernmental transfer, an authorization form is not required to be completed by the traveler or the spending unit, nor is any approval required by the Travel Management Office.

#### 12.4.11. Communication Charges

Long Distance Calls & Communications must be charged on the state's communication credit card which will be direct billed to the spending unit and must not be indicated on the travel expense account settlement form.

#### 12.5. Personal Charge/Credit Card, Personal Check, or Personal Cash-out-of-pocket

- (a) Personal payment methods are at the discretion of the traveler. The Travel Management Office does not have the authority to intervene on behalf of the traveler in charge disputes or provide information regarding reimbursement to charge or credit card companies not contracted by the State of West Virginia. Any annual fees, interest or penalties on personal charge or credit cards will not be authorized for reimbursement.
- (b) Any charge or credit card offering bonuses, cash-back plans, rebates, or similar programs may be used to pay state business travel expenses, but the value derived from those programs for all charges relating to state business travel and reimbursed to the traveler from State appropriated or administered accounts must be applied to future state business travel. Failure to apply the value derived from those programs may be a violation of law.

#### 12.6. Foreign Currency

Persons traveling in foreign countries should report their expenditures in the money of the country in which the expenditures were made. The total expenditure in foreign currency must be converted into United States dollars at the rate

or rates at which the foreign money was obtained. The rates of conversion and the commissions charged must be shown.