



STATE OF WEST VIRGINIA  
DEPARTMENT OF FINANCE AND ADMINISTRATION

State Capitol  
Charleston, WV 25305

Arch A. Moore, Jr.  
Governor

John F. McCuskey  
Commissioner

June 19, 1985

*Replaced  
Nov. 21, 1991*

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

Dear Ken:

Enclosed are copies of the revised travel regulations which were approved by Governor Moore on June 7, 1985, and which are to be effective July 1, 1985.

It is our belief that, because of the nature and effect of these particular regulations (in that they are effectively an executive order), there should be no statutory requirement for public comment prior to their adoption. If you have thoughts to the contrary, please let me hear from you as soon as possible. Otherwise, please accept these copies for your official files.

Sincerely,

John F. McCuskey  
Commissioner

JFMc:BC:jb

Enclosures (3)

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TRAVEL REGULATIONS

Effective Date: July 1, 1985

The following regulations govern reimbursement for travel costs and other expenses for West Virginia State employees as authorized by Chapter 12, Article 3, Section 11 of the West Virginia Code, 1931, as amended. These regulations are designed to ensure fairness in the application and administration of travel expense reimbursement for State employees. All expenditures shall be within the budgetary allowances for the department for which the employee works. It shall be the responsibility of the department head to ascertain that his or her employees comply with these regulations.

Section I. General Instructions

- A. Headquarters - For purposes of travel reimbursement, each employee of the State of West Virginia shall have a designated work place as his official headquarters. Each department head will designate such location for his or her employees. An employee's home may be designated as his headquarters only if there is no other location where he performs more than 25 percent of the total of his work effort for the State. If the employee has one location where over 25 percent of his time is spent, this place will be considered his headquarters for travel expense purposes. In no case, will commuting to an employee's headquarters be allowed as a cost for reimbursement without specific written authorization

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from the Governor. Specific exception to this directive will occur in the cases where the employee is required to return to his headquarters from home after completing his day's work or is called out on what is normally a non-work day or holiday for that employee.

- B. Expense Accounts - The standard forms, the Out-of-State Travel Expense Account form and the In-State Travel Expense Account form will be used for all settlement of and reimbursement for travel expenses. The form used must show the detail of expenses incurred by day and will be summarized by day and by category as provided for on the form. Itemized receipts must accompany the report and will include, as a minimum, all lodging receipts and any airline or other common carrier receipts, whether paid by the employee or billed to the department. The purpose of any travel will be defined on the report and such purpose will be sufficient to allow for a review of the necessity of such travel. All expense reports will be signed by the employee and approved by his department head or designee.

Out-of-State Travel Expense Accounts, when submitted for payment, must be accompanied by a previously approved, signed Request for Out-of-State Travel form.

C. Meal Allowances - For an employee to qualify for any reimbursement of expenses other than transportation expenses, he must be away from home overnight. There are two exceptions to this requirement for in-state or out-of-state travel:

1. For an employee who is away from his designated headquarters and has been on duty two hours or more in excess of his normal work day, a meal allowance limited to \$8.00 will be permitted and may be reflected on the employee's expense account.
2. Meals will be permitted for officers or counselors and hospital employees when transporting clients, prisoners or patients when documented by receipt.

Meals are allowed when lodging is listed as "gratis" or "no charge" but it must be noted on the voucher that no charge was made for lodging.

Meal allowance costs will be limited to twenty dollars (\$20.00) per day for in-state travel, and twenty five dollars (\$25.00) per day for out-of-state travel.

In cases where an employee is on an extended trip, meal costs will be allowed on both the day that he leaves home and on the day he returns from his trip, to the extent that his leaving and arrival time includes such time as is normally utilized for a meal. Costs in such cases shall not exceed ten dollars (\$10.00) per day.

- D. Duplicate Reimbursements - Notwithstanding any provision of these rules and regulations to the contrary, no official or employee may request or receive from the State reimbursement for any expense incurred in instances in which such expenses have been paid or are to be paid by any other person, firm, corporation, partnership, association or any other third party. No official or employee shall receive reimbursement for any expense actually incurred in instances in which such expenses have been paid or are to be paid by the State as part of a registration fee.

Section II. Transportation

- A. Motor Vehicle - Reimbursement for the use of employee's personal car in connection with State business will be at the rate of twenty cents (\$0.20) per mile. Such reimbursement rate shall apply between the employee's headquarters and any designated location of work as approved by his department head. There will be no reimbursement of expense for commuting purposes other

than in cases where an employee has completed his work day and is called out to return to his headquarters or is called out and required to travel on what is normally a non-work day or holiday for that employee.

Automobile rental will be reimbursable to the employee when used in conjunction with common carrier travel or travel by State aircraft, and when substantiated by receipts. Employees are expected to utilize the least expensive rental car available.

- B. Airline and Other Common Carrier Travel - Receipted bills for travel by airlines and other common carriers must accompany and verify the employee's expense report. In cases where an employee's tickets are billed to his department, a copy of the bill will be attached to his expense account to reflect the mode of travel but will not be included in the detail of his expenses for reimbursement. All State employees traveling by way of commercial airlines are required to travel at tourist or economy rates when such accommodations are available. In cases where tourist accommodations are not available, the employee and his department head will attach a statement to the expense report indicating that such accommodations were not available. Agencies are expected to use all reasonable means to obtain "Supersaver," and other similar discount airline fares, and must see that full refund is made to the State if a flight is cancelled.

In cases where plane tickets are being billed directly to the State, the employee will include a signed copy of the ticket with his expense report and the department will reference the employee's expense account on the transmittal for the airline or travel agency. If the airline or travel agency bill is transmitted before the expense account, the cross-reference should indicate that the employee's expense account is pending and the reference to the airline or travel agency bill should be indicated on the expense account transmittal.

In cases where airline credit cards are used for State employees, the department head of the agency for which the employee works shall be responsible for the correct utilization of the card, and shall comply with these regulations and shall promptly process all such credit card invoices.

- C. Alternate Travel Arrangements - In cases where a State employee chooses to drive rather than fly on State business, his reimbursement for such travel will be limited to the amount of the tourist or economy rate fare to such location. Meals, motel and other charges in connections with such travel will be allowed only to the extent that such costs along with mileage charges do not exceed such air fare.
  
- D. Other Transportation Costs - Other transportation costs will be reimbursed on an incurred basis as substantiated by receipts. Such reimbursements may include toll bridge

and turnpike charges or parking fees and garage storage charges for either a State vehicle or a personal vehicle in connection with the State business.

Section III. Subsistence

- A. Lodging - All persons traveling on State business will be reimbursed in an amount equal to the actual cost of lodging at the least expensive available single rate while absent from their official headquarters.

No reimbursement will be made for laundry or valet charges, tips and gratuities or personal telephone calls. No reimbursement for hotel expenses shall be made for an employee's spouse. In cases of double occupancy, hotel reimbursements will be on the basis of the single room rate.

In cases of double occupancy by two State employees, each shall be reimbursed only 50% of the total room charge on their respective expense account.

State employees shall be allowed reimbursement at the rate of eight dollars (\$8.00) per night when using a privately-owned trailer or motorhome for official state travel.

Direct billing to the State will be restricted to in-state lodging and dining facilities. When direct billing is used for private (non-state-owned) lodging and dining facilities a voucher must be used as herein prescribed:

1. A standardized voucher form, an example of which is attached, shall be used by all agencies and departments.
2. In some instances, the voucher form may be utilized in conjunction with the travel expense account form, each form bearing some portion of the expense incurred. In such instances, a xerox copy of the voucher form must be stapled to the travel expense account form before processing for payment. Additionally, all authorized expenses incurred on the voucher form must be listed on the travel expense account form. (This is to prevent confusion in the encumbrance and auditing process.)
3. Reimbursement ceilings for meals and lodging, as set by these regulations, are not to be exceeded.
4. The board and lodging voucher must be pre-numbered by the department or agency, to afford administrative control and audit, and the department or agency should develop its own system of administrative control of the voucher system.
5. Employees utilizing the voucher form will be responsible for proper completion and processing of the form. Under no circumstances

is it acceptable to allow a vendor to maintain and complete the voucher form. The employee must review his charges before signing his name on the appropriate signature line.

6. The completed voucher form must then be signed by a representative of the hotel, motel or restaurant where the expense was incurred, and the last copy left with that vendor for his records. The original and all remaining copies of the form must be approved by the agency or department.

- B. Meals - In the case of in-state travel, the total meal allowance on a daily basis will be limited to twenty dollars (\$20.00). The meal allowance for out-of-state travel shall not exceed twenty five dollars (\$25.00).
- C. Other Costs - Baggage charges will be reimbursed on an as-incurred basis for the date of arrival and the date of departure, not to exceed 5% of the daily room rate. Ground transportation (taxis, buses, subway, etc.) costs between airports and lodging facilities, or to the location of the meeting or seminar, if it differs from lodging location, will be allowed reimbursement without receipt.
- D. Overall Costs - The overall total for the subsistence amounts will be limited to the actual cost of lodging as outlined above, plus costs for food and other costs as noted above.

Section IV. Expense Account Reporting Procedure

- A. Travel Requiring Agency Approval, Only - There is no requirement for advance approval for in-state travel. There is no requirement for advance approval for out-of-state travel if it is to a location within fifty (50) miles of the border of West Virginia, when only ground conveyance is used, and when the trip does not involve overnight lodging. All travel expenses incurred in accordance with these regulations shall be reported on In-State Travel Expense Account forms. Such report shall be attached to the transmittal when submitted for payment.
- B. Travel Requiring Approval by the Department of Finance and Administration - Advance approval for out-of-state travel, except as permitted in Subsection A, will be required to be given by the Commissioner of the Department of Finance and Administration or his designee, at least 15 days prior to the trip. Such approval will be on the Request for Out-of-State Travel form. Such previously approved Request for Out-of-State Travel form and Out-of-State Travel Expense Account form shall be attached to the transmittal when submitted for payment.
- C. Travel Requiring Approval by the Governor - Fifteen (15) day advance approval by the Governor, or his designee, is required in the following situations:
1. Out-of-state travel when more than two persons are requesting approval to attend the meeting or conference.
  2. Travel for events having a registration fee in excess of \$200.00 per registrant.

3. Travel requiring the use of chartered aircraft.
4. Travel outside the continental United States.
5. Attendance at meetings and events involving lodging at The Greenbrier Hotel.

Any request for an exception to these rules must be accompanied by a letter to the Governor or his designee, explaining the need for such exception. The Governor or his designee will then determine whether an exception is justified.

Section V. Miscellaneous

- A. Registration Fees - Registration fees at conventions must be supported by receipts and attached to the employee's expense report. Any registration that includes lodging or food should be so indicated and designated on the employee's expense report. The employee shall not receive any additional allowance for lodging or food that has been included in registration fees.
- B. Advance Allowance - An agency or department head may approve 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) days of the last day of travel. The department head will be responsible to ascertain that such allowance and related expense reports are cleared within thirty (30) days. No such allowance will be approved for in-state travel.

- C. Travel by More Than One Person - Except in extraordinary circumstances, out-of-state travel shall be limited to one employee who can in turn report his or her participation and review with others interested in the out-of-state meeting. In cases where more than one department will be attending any out-of-state meeting, an attempt should be made to limit the overall participation by State employees to no more than two.
- D. Greenbrier Hotel Trips - The maximum attendance at any meeting at The Greenbrier will be limited to two State employees from any department. Reimbursement will be limited to the lowest rate set by The Greenbrier in connection with said meeting. If not directly involved in the meeting, conference or seminar, overnight lodging shall be obtained at nearby accommodations. If The Greenbrier's lodging fee includes breakfast and dinner, employee can be reimbursed up to ten dollars (\$10.00) for lunch, only.
- E. Credit Cards - Any credit cards authorized in the State's name or any department's name must be approved by the Commissioner of Finance and Administration.
- F. Organization Conferences - Out-of-state travel to meetings and conferences by members of organizations, without a direct role or duty in the meeting or conference, should be discouraged. While professional and career development is encouraged, the State will not normally pay the travel expenses associated with such personal development, absent other substantive involvement in the meeting.

As in the case of any regulations, there are certainly areas left uncovered. To the extent that any hardships develop, they will be dealt with on a case-by-case basis. The overall guideline to be followed is that in no case should any costs be incurred that would be inconsistent with the economic and effective operation of our State. Any employee of the State should recognize and be responsible for his expenses on the basis of the accounts being a public record.

Consultants and expenses authorized under consulting agreements will be subject to the same limitations as outlined above.

#### Section VI. Exceptions

Rules and regulations governing travel shall not apply to those persons who are not employed by the State; for example, members of the State Board of Education, special advisory committees appointed by the Governor, state college and university athletic teams, etc., or to those branches or departments which are required to promulgate rules and regulations concerning out-of-state travel for their respective branches and departments of state government under the provisions of the aforesaid chapter, article and section of the West Virginia Code, as amended. Board and/or commission members appointed by the Governor shall be governed by these regulations, except when specific rules and regulations for such board or commission are submitted and approved by the Governor. These regulations will also apply in the case of witnesses brought in to testify or otherwise be present for any judicial or administrative proceeding when their presence is at the request of an agency and such agency is under the control or direction of the Governor, except in situations in which the witness is compensated pursuant to provisions of Chapter 62, Article 5, Section 1 (§62-5-1) and Chapter 59, Article 1, Section 16, (§59-1-16) of the West Virginia Code 1931, as amended.