



**WEST VIRGINIA SECRETARY OF STATE**

**KRIS WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

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Office of West Virginia  
Secretary Of State

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**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE EXEMPT, INTERPRETIVE OR PROCEDURAL  
RULE**

AGENCY: Treasurer TITLE-SERIES: 112-14  
RULE TYPE: Legislative Exempt Amendment to Existing Rule: Yes Repeal of existing rule: No  
RULE NAME: Travel Rules  
CITE STATUTORY AUTHORITY: §12-3-11

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

December 1, 2025

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**James G Fuerhoff -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

**TITLE 112**  
**ADMINISTRATIVE RULE**  
**WEST VIRGINIA STATE TREASURER'S OFFICE**

**SERIES 14**  
**TRAVEL RULE**

**§112-14-1. General.**

1.1. Scope. – This administrative rule governs travel by the State Treasurer's Office ("STO") officers, board members, and employees.

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

1.3. Filing Date. – October 30, 2025

1.4. Effective Date. – December 1, 2025

**§112-14-2. General Information.**

2.1. The WVSTO has an "accountable plan" for reimbursement of travel expenses and will only reimburse for actual expenses or in an amount deemed substantiated.

2.2. Travel expenses will be reimbursed for all legitimate and reasonable expenses considered necessary for the proper conduct of WVSTO business in accordance with this rule.

2.3. An employee is in travel status when he or she is traveling on behalf of the WVSTO.

2.4. Reimbursement of travel expenses incurred by consultants, contractors and non-employees will be as specified in an agreement with the WVSTO. The WVSTO prefers travel expenses of consultants, contractors and non-employees to be included in the fees specified in the agreement.

2.5. Prior approval of the State Treasurer or Assistant Treasurer is required for the following:

2.5.1. Out-of-state travel;

2.5.2. Non-WVSTO conferences;

2.5.3. When personal travel is combined with business travel; and

2.5.4. Travel funded by a source other than the WVSTO (such travel must comply with the West Virginia Code and West Virginia Ethics Commission rules, guidelines and opinions).

2.6. When applicable, travelers are encouraged to use state contract travel service providers for air travel, rental vehicles and lodging.

2.7. Certain fees and expenses may be direct billed to or paid in advance by the WVSTO if arrangements have been made with the WVSTO Administration Division.

**§112-14-3. Reimbursement.**

3.1. Travel reimbursements must be submitted by the employee in wvOASIS within five (5) calendar days of the travel return date. Delays in submitting travel reimbursements require approval. If the employee fails to submit a travel reimbursement within fifteen (15) calendar days, the Assistant Treasurer of the Program must approve; if the travel reimbursement is thirty (30) calendar days late the Deputy State Treasurer must approve.

3.2. The WVSTO will not reimburse an employee for any expense paid by another source for the same expense.

3.3. Travel reimbursements are limited to the amounts authorized by the U.S. General Services Administration ("GSA").

**§112-14-4. Meals.**

4.1. Meal expenses are reimbursable only for travel requiring overnight lodging.

4.2. Meal reimbursement is allowed when lodging is "gratis" or provided at no charge. A conference agenda must be attached to the travel reimbursement; only meals not provided by the conference will be reimbursed. The WVSTO, at its discretion, may allow the employee to claim the full GSA meals and incidentals allowance if an employee is unable to consume the furnished meal(s) because of medical requirements or religious beliefs.

**§112-14-5. Transportation.**

5.1 Reimbursement will be made for the actual costs incurred for Uber, Lyft, taxi, bus, train, shuttle service, tolls, and parking. A vehicle rental should be used as a last resort and will only be reimbursed if approved by the Treasurer or Deputy State Treasurer/Chief of Staff.

5.2. Commercial Airlines

5.2.1. Allowable reimbursement for commercial airline travel must be booked through the Statewide contract for Travel Management Vendor and shall include the actual cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in a lower fare. The WVSTO will not cover the cost of excess or overweight bags unless approved by the State Treasurer or Deputy State Treasurer prior to travel.

5.2.2. All airline ticket credits or refunds must be returned to the WVSTO through the State's Travel Management Vendor.

5.2.3. Travelers may not specify a particular airline to accumulate mileage or promotional plans such as frequent flyer programs if it results in a higher fare.

5.3. Ground Transportation

5.3.1. Travelers may use a privately-owned, state-owned, or commercial rental vehicle for ground transportation. The traveler must possess a valid operator's license to drive a vehicle while traveling on behalf of the WVSTO.

5.3.2. The traveler must complete all WVSTO Fleet training requirements and have current documentation on file with the WVSTO Administration Division prior to driving on behalf of the WVSTO.

5.3.3. The traveler is responsible for following all applicable laws and requirements while driving and for any fines and/or penalties resulting from citations, charges or warrants attributable to the operator. Such fines and/or penalties are not reimbursable expenses.

5.3.4. Parking and tolls are reimbursable with the following caveats:

5.3.4.a. Valet changes will only be reimbursed where self-parking is not applicable or where self-parking costs more than valet parking.

5.3.4.b. Travelers are not permitted to claim toll costs unless those costs are actually incurred and paid at the personal expense of the traveler.

5.3.4.c. If the traveler's vehicle contains an active E-Z Pass transponder with unlimited usage for a period of time, reimbursement for tolls that accept the E-Z Pass transponder is prohibited.

#### 5.4. Privately-Owned Vehicles

5.4.1. Mileage allowance for privately owned vehicles engaged in State business will be based on the GSA rate in effect at the time of the travel. The rate is intended to cover all operating costs such as fuel, maintenance, insurance, etc., and no additional reimbursement will be made for such expenses.

5.4.2. The mileage allowance will be based on the shortest route to and from the destination.

5.4.3. When a traveler requests to drive his or her personal vehicle rather than fly for business, reimbursement shall be based on the least expensive logical commercial airline cost plus local transportation to and from the airport, baggage, and parking (where required). A cost comparison worksheet must be attached to the out-of-state travel authorization request. It is the traveler's responsibility to request a flight matrix from the State's Travel Management Vendor to be included in this worksheet comparison.

5.4.4. The owner's personal insurance will be the primary for liability insurance coverage. The owner should contact their automobile insurer to discuss coverage available/required when using their own vehicle on State business.

5.4.5. The State's insurer, Board of Risk & Insurance Management (BRIM), will provide excess liability coverage for additional protection to the employee using their personal vehicle in the course of State business. BRIM's coverage will only be available after the vehicle owner's coverage is exhausted.

5.4.6. BRIM does not provide coverage that will pay for damage to a personal automobile, regardless of the cause, or provide medical coverage. Further, BRIM will not pay the owner's physical damage deductible.

#### 5.5. State Owned Vehicles

5.5.1. State owned vehicles available to the WVSTO may be used.

5.5.2. Travelers must adhere to the Fleet Management Division's Vehicle Use Policy when utilizing a State-owned vehicle.

#### 5.6. Commercial Rental Vehicles

5.6.1. Reimbursement for commercial rental vehicles will be made at actual cost for the daily rental charge for a mid-size or smaller vehicle, plus mileage fees and fuel costs.

5.6.2. A commercial rental vehicle should only be used when a temporary need arises, a state vehicle is unavailable, and the cost will be less than the reimbursement associated with a privately-owned vehicle. Permission must be granted from the Treasurer or Deputy State Treasurer/Chief of Staff.

#### 5.7. Other Ground Transportation

5.7.1. Transportation by bus, train, shuttle or taxi shall be at the least expensive logical fare via the most direct route, or other reasonable route that results in a lower fare.

5.7.2. Travelers are encouraged to use courtesy transportation provided by a hotel/motel or other service facility.

#### **§112-14-6. Lodging.**

6.1. Lodging for an employee traveling on State business is reimbursable where the distance is more than fifty (50) miles from his or her official work location or home, whichever is the shorter distance, and an overnight stay is required.

6.2. Reimbursement is limited to actual hotel charges for the least expensive single room rate available including all applicable taxes and surcharges. All other ancillary room charges are not reimbursable.

#### **§112-14-7. Registration Fees.**

7.1. Registration fees for meetings, conferences, seminars, and/or workshops are to be paid by the WVSTO Administration Division, preferably utilizing the State P-Card as the payment method.

#### **§112-14-8. Other Expenses.**

8.1. Other business-related expenses incurred while traveling on behalf of the WVSTO and not personal to the traveler may be reimbursed. This includes, but is not limited to, baggage, faxes, and related fees and expenses.

8.2. Fees and expenses personal to the traveler are not reimbursable, including without limitation, laundry, physical fitness areas, spas, travel or life insurance, entertainment, clothing, and similar fees and expenses.

8.3. Fees and expenses personal to the traveler are not reimbursable, including, without limitation, laundry, physical fitness areas, spas, travel or life insurance, entertainment, clothing and similar fees and expenses. When a non-employee accompanies WVSTO employees on official business which involves overnight stays, the WVSTO shall in no way be responsible or liable for any expenses and actions or inaction of the non-employee, whatsoever.

**§112-14-9. Restrictions, Exceptions or Waivers.**

9.1. The State Treasurer reserves the right to restrict travel or to grant an exception or waiver to any provision of this rule, and to revoke, suspend, rescind or amend this rule at any time.