

STATE OF WEST VIRGINIA  
TRAVEL REGULATIONS

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The following regulations govern reimbursement for travel costs and other expenses for authorized persons traveling on business for the State of West Virginia, as well as State employees, as authorized by Chapter 12, Article 3, Section 11 of the West Virginia Code, 1931, as amended. These regulations are designed to insure fairness in the application and administration of travel expense reimbursement. An employee traveling on state business is expected to exercise the same care in incurring expenses as a prudent person traveling for personal reasons. Travel on business should be conducted at a minimum cost for achieving the success of the mission. All expenditures shall be within the budgetary allowances for the department for which the trip is taken. It shall be the responsibility of the head of all departments, agencies, and commissions to insure compliance with these regulations. Any questions regarding travel should be directed to the State Travel Management Office.

**TRAVEL MANAGEMENT OFFICE**

A State Travel Management Office has been established in the Department of Administration. The State Travel Coordinator will be responsible for overseeing the operations of the Travel Management Office. It is the responsibility of the Travel Management Office to authorize travel, reduce and control travel related costs, increase efficiency, and oversee vendor performance. The State Travel Management Office will be the contract administrator for National Travel Service and American Express, or their successors. Services provided through the Travel Management Program are beneficial to the state, as well as the individual traveling on state business.

**AMERICAN EXPRESS CORPORATE CARDS**

The State of West Virginia has entered into an agreement with the American Express Travel Related Services Company, Inc., that provides for state employees to be issued American Express Corporate Cards for in-state and out-of-state business travel expenses. State employees who make one or more trips per year or who spend over \$500 on business related travel expenses should apply for an individually billed charge card. Eligible employees will receive the American Express Corporate Card free of charge. Employees will be billed by American Express at their home address. All business expenses should be charged to the American Express Corporate Card whenever possible. This card is to be used for state business expenses only. Personal use of this card will result in loss of the use of the card. Card member application and information folders will be provided to traveling state employees.

## NATIONAL TRAVEL SERVICE

The State of West Virginia is consolidating all its commercial air travel with one travel agency. All commercial air travel and car rental must be booked through National Travel Service, as well as charter aircraft unless lower prices are available from another source. Whenever possible lodging accommodations should be made through National Travel Service.

## TRANSPORTATION

### AIRLINE AND OTHER COMMON CARRIER TRAVEL

All commercial air travel reservations must be made through National Travel Service. Tickets purchased from any other sources will not be reimbursed. Consistent with reasonable business planning, air travel accommodations will be booked at the lowest available fare. National Travel is required to offer you the lowest available fare; failure on their part to do so will result in their paying the difference between the lowest available fare and the fare rendered. If the lowest available fare is inconsistent with reasonable business planning and the traveler turns down the fare, the traveler's explanation will appear on the monthly departmental travel management report issued to the State Travel Management Office. Travelers should be advised to make their air travel reservations as far in advance as possible to attain the lowest fares. Travelers may not specify particular airlines to accumulate mileage on promotional plans such as frequent flyer programs.

In cases where a traveler has paid for a ticket(s) for travel by airline or other common carrier, the passenger coupon signed by the traveler must be attached to the expense account.

In cases where a ticket for travel by airline or other common carrier is being billed directly to the State, the passenger coupon signed by the traveler and a copy of the invoice must be attached to the traveler's expense account to reflect the mode of travel, but the amount is not to be included in the detail of the expense account. The employee travel expense account and the invoice for direct billing should be submitted together for payment.

### CHANGES IN TRAVEL ARRANGEMENTS

When changes in travel planning require either cancellation or revision of airline tickets, National Travel is to be notified as soon as possible so that the necessary changes can be made. Changes made enroute due to circumstances beyond the control of the traveler that do not require far changes can normally be handled directly with the airline involved (at the ticket counter).

#### EXTENDED TRAVEL

Where the employee elects to achieve a lower overall trip cost through the use of restricted discounted airfares by extending the trip for a certain duration to cover specific travel days at the beginning or end of a trip, the state will reimburse travel expenses for this extension when such "extra" expenses (lodging, meals, other transportation costs, etc.) do not exceed the amount of savings realized from the discounted airfare.

#### PERSONAL/BUSINESS TRAVEL

When personal travel is combined with business travel, the employee will be reimbursed for the lowest available fare for only the business portion of the trip, with the amount determined by National Travel Service. Details of personal travel must be identified separately on the travel request form.

#### TRIP INSURANCE

Any purchase of flight or luggage insurance is a personal expense and is not reimbursable. National Travel provides \$150,000 of flight insurance and American Express provides \$100,000 of travel accident insurance.

#### STATE AIRCRAFT

Use of state owned aircraft is still encouraged and arrangements for use of State aircraft may be made by telephoning Aviation of the Department of Administration. Comparative cost evaluations should be made by agency travel personnel.

#### CHARTER AIR TRAVEL

Use of chartered aircraft must be approved in advance by the Travel Management Office. Persons or groups scheduling use of charter aircraft must utilize National Travel Service unless lower prices are available from another source. In the event that the price is lower from another source, documentation showing the prices must be submitted to the Travel Management Office when requesting approval of the use of charter aircraft.

Persons wishing to pilot privately-owned or rental aircraft while traveling on state business must obtain prior approval in writing from the Travel Management Office. A total cost reimbursement calculation must be determined and approved prior to the trip departure.

Written approval for use of charter, privately owned or rental aircraft from the Travel Management Office must accompany transmittals for payment.

### PERSONAL AUTOMOBILE

Reimbursement for the use of an employee's personal car in connection with State business will be at the rate of twenty-three cents (\$0.23) 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.

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% of the total of his work effort for the State. If the employee has one location where over 25% 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 from the Travel Management Office. 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.

### AUTOMOBILE VS. AIR TRAVEL

In cases where a state employee chooses to drive rather than fly on state business, his reimbursement for such travel will be based upon actual in-transit expense (mileage, hotels, and meal charges, etc.) not to exceed an amount equal to the lowest available air fare, plus local transportation to and from the airport. This rate will be determined by calling National Travel Service.

### STATE AUTOMOBILES

Pursuant to the provisions of West Virginia Code Section 6-7-8, only state-law enforcement officials, and those specifically enumerated therein, have the authority to use, and permit and allow or disallow their designated employees to use state automobiles to travel from their residences to their workplace and return. Arrangements for use of State owned automobiles must be made through the Travel Management Office of the Department of Administration, in accordance with the rules and regulations of the Office.

**Monthly or Permanent Basis** - Requests for the assignment of vehicles on a permanent or fixed period basis will be submitted to Travel Management on Form TD-2. The requesting agency will be notified by Travel Management of action taken on each request.

**Daily or Trip Basis** - In the Charleston area, vehicles may be requested for temporary use on a daily trip basis by calling the Dispatcher's Office. To substantiate the request for the vehicle, Form TD-3, in quadruplicate shall be presented to the Dispatcher at the Central Motor Pool at the time the vehicle is assigned.

**Out-of-State Travel** - Central Motor Pool cars may be used for out-of-state travel, but it should be determined by the agency if the use of public transportation would be more economical. Permission to use a State vehicle for out-of-state travel does not supersede any permission that may have to be obtained from the Travel Management Office pertaining to out-of-state travel.

#### CAR RENTAL

Cars may be rented by employees when other means of transportation are unavailable, more costly, or impractical. All automobile rentals must be approved by the Travel Management Office and must be made through National Travel Service. The use of a rented car must be justified as an economical need on the travel request form and not as a matter of personal convenience. Compact cars are to be rented unless the size of the group or equipment to be transported make them impractical. Use of other than a compact car must be specifically approved in advance on the travel request form. Employees are requested to fill the gas tank before returning the car unless the car rental company policy mandates otherwise. The employee will be reimbursed for the exact cost of gasoline to refill the tank. Filling the gas tank will avoid a costly gasoline surcharge. Car rental contracts, invoices, and gasoline receipts must be submitted with expense accounts. Personal Accident Insurance, as well as collision Damage Waiver, are reimbursable by the state.

#### OTHER TRANSPORTATION COSTS

The cost of Taxis, buses, subway, car fare, to and from places of business, hotel, airports, or railroad stations in connection with business activities are reimbursable. Other transportation costs, such as toll bridge and turnpike charges, parking fees, and garage storage charges are also reimbursable. Parking fees and garage charges must be substantiated by receipt unless a parking meter is used. All other expenses should be substantiated by receipts whenever possible.

#### LODGING

Lodging reservations should be made through National Travel Service whenever possible. National Travel Service has negotiated rates that individuals traveling on state business are eligible to use. 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, in an amount not to exceed one hundred dollars (\$100.00) per night (including tax).

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. In 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. No reimbursement will be made for laundry or valet charges, tips or gratuities, or personal telephone calls.

State employees shall be allowed reimbursement at the rate of ten dollars (\$10.00) per night plus the charge for the campsite when using a privately-owned trailer or motor home for official state travel. Receipt from campsite must be attached to expense account.

#### **DIRECT BILLING**

Direct billing to the State will be restricted to instances involving lodging and dining facilities on the approved list where employees are unable to use their American Express Card. When direct billing is used for lodging and dining facilities a voucher must be used. The following are the prescribed guidelines for use of the voucher:

1. The board and lodging voucher (WV-94) shall be used by all agencies, departments, boards and commissions.
2. Employees utilizing the voucher will be responsible for proper completion and processing of the form. **Under no circumstances shall a vendor be allowed to maintain and complete the voucher form.** (No vouchers are to be mailed by the vendor to the State.)
3. Reimbursement ceilings for meals and lodging, as set by these regulations, are not to be exceeded.
4. In instances where the voucher will be utilized in conjunction with the travel expense account form, each form must bear their appropriate portion of the expenses incurred. Both the voucher and the travel expense account must be processed for payment together. All authorized expenses incurred on the voucher must be indicated but not listed on the travel expense account form. (This is to prevent confusion in the encumbrance and auditing process.)

5. The spending unit should develop its own system of administrative control of the voucher system.

The following are procedures for completion and distribution of the vouchers:

1. All expenses and required information should be indicated in the appropriate space provided.
2. Proper totals must be entered in the appropriate spaces.
3. Employees must review the charges contained on the voucher before signing on the appropriate signature line.
4. Employees must state their social security number on the voucher in the appropriate space.
5. The completed voucher must then be signed by a representative of the hotel, motel or restaurant where the expenses were incurred.
6. The last copy of the voucher is to be left with the vendor for his records.
7. The invoice of the vendor for the expenses incurred and the original and all remaining copies of the voucher must be returned to the spending unit by the employee.
8. The original and all remaining copies of the voucher must be approved by the spending unit in the appropriate space.
9. The voucher and accompanying invoice must be processed for payment at the same time as the travel expense account, if the travel expense account is being utilized.

#### **BAGGAGE CHARGES**

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

#### **MEAL ALLOWANCES**

Meal allowance costs will be limited to twenty-five dollars (\$25.00) per day for in- and out-of-state travel. Employees traveling on an extended trip (a trip involving overnight travel) shall be reimbursed the full meal allowance of \$25.00 per day except for days of departure and return. Departure from home before 7 A.M. entitles the traveler to the full meal allowance; departure before noon entitles the traveler to lunch and dinner; while departure before 6 P.M. entitles the traveler to dinner. On the return trip arrival before 7 A.M. entitles the traveler to

no meal allowance; arrival before noon entitles the traveler to breakfast only; arrival before 6 P.M. entitles the traveler to breakfast and lunch; while arrival after 6 P.M. entitles the traveler to the full meal allowance. The employee should state on the travel expense account form arrival and departure times.

DAY OF DEPARTURE,  
IF DEPARTURE IS...

prior to 7:00 am = full allowance  
prior to 12:00 n = lunch & dinner  
prior to 6:00 pm = dinner only

DAY OF RETURN,  
IF RETURN IS...

prior to 7:00 am = no meal allowance  
prior to 12:00 n = breakfast only  
prior to 6:00 pm = breakfast & lunch  
after 6:00 pm = full allowance

The following meal allowances are to be used in determining the amount of reimbursement to individuals traveling on state business when the full meal allowance cannot be claimed: five dollars (\$5.00) for breakfast, five dollars (\$5.00) for lunch, fifteen dollars (\$15.00) for dinner.

When meals are provided in registration fees, the employee should indicate on his expense account what meals were covered and adjust the meal allowance accordingly. Meals are allowed when lodging is listed as "gratis" or "no charge" but it must be noted on the expense account that no charge was made for lodging.

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

~~When an employee with a normal workday must travel for business expenses on a day off:~~

- (a) When an employee must leave two hours before his normal workday commences, he shall be reimbursed five dollars (\$5.00).
- (b) When an employee must return two hours after his normal workday concludes, he shall be reimbursed ten dollars (\$10.00) for in-state travel and fifteen dollars (\$15.00) for out-of state travel.
- (c) When an employee must leave two hours before his normal workday commences and returns two hours after his normal workday concludes, he or she is to be reimbursed twenty dollars (\$20.00) for meal expenses.
- (d) In all other cases when an employee must work two hours in excess of his normal workday, he shall be reimbursed five dollars (\$5.00).

2. Meals will be permitted for officers, counselors and hospital employees when transporting clients, prisoners of patients when documented by receipt.
3. When no overnight lodging is involved, Board and Commission Members shall be reimbursed actual meal expenses (not to exceed meal allowances) for in-state travel and out-of-state travel in the performance of their duties.

#### REGISTRATION FEES

Registration fees at conferences and/or seminars 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.

#### DUPLICATE REIMBURSEMENTS

Notwithstanding any provision of these rules and regulations to the contrary, no reimbursement will be made for any expenses 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 reimbursement will be made 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.

#### TRAVEL AUTHORIZATION

##### TRAVEL REQUIRING AGENCY APPROVAL ONLY

There is no requirement for advance approval for in-state travel by the Travel Management Office, however, this approval must be obtained at the agency level. There is no requirement for advance approval from the Travel Management Office 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. All travel expenses incurred in accordance with toast regulations shall be reported on the In-State Travel Expense Account form. Such reports shall be attached to the transmittal when submitted for payment.

##### TRAVEL REQUIRING APPROVAL BY THE STATE TRAVEL MANAGEMENT OFFICE

Advance approval from the Travel Management Office for out-of-state travel except as noted above must be requested on the out-of-state travel requisition no later than fifteen (15) days prior to the trip regardless of the source of funding.

In emergency situations where the fifteen (15) day requirement cannot be met, the traveler or business office personnel may telephone the Travel Management Office for approval, providing justification as to why the fifteen (15) day

requirement should be waived. The out-of-state travel requisition must then be submitted to the Travel Management Office for written approval stating that verbal approval was granted, the name of the person granting the verbal approval, and the date the verbal approval was granted. Under no circumstances should out-of-state travel requiring approval of the Travel Management Office be taken without approval.

Estimated expenses while traveling should be itemized on the out-of-state travel requisition. Such previously approved requests for out-of-state travel and the out-of-state travel expense account form must be attached to the transmittal when submitted for payment.

A separate attached letter of justification must be provided to the Travel Management Office under the following situations:

1. Out-of-state travel when more than two persons from the same spending unit are requesting approval to travel. When approval is requested for additional travelers where authorization has already been given for two travelers, this must be stated in the justification letter regardless of the source of funding.
2. Travel for events having a registration fee in excess of \$200.00 per registrant.
3. Travel outside the United States.
4. Travel requiring the use of chartered or private aircraft.
5. Attendance at meetings and events involving lodging at the Greenbrier Hotel.
6. Automobile rental.
7. Lodging in excess of \$100.00 per night (tax included).

#### **SUPPLEMENTAL REQUESTS**

Employees traveling out-of-state whose expenses exceeded the amount initially approved must submit a revised out-of-state travel requisition requesting approval for reimbursement of only the additional expenses, clearly stating why the additional expenses were incurred. A supplemental request must also be submitted when travel dates exceed those originally approved, with an explanation provided as to why the change in dates. The word "supplemental" must be written across the top of the form. A copy of the original approved requisition must be submitted with the supplemental. Reimbursement will not take place until the supplemental form has been approved.

#### **TEMPORARY SPACE AND HOSPITALITY**

Advance approval must be obtained for hospitality events by submitting a completed Request for Hospitality Services Form in accordance with the 042 line item definition and applicable

guidelines at least five (5) days prior to the event to the Travel Management Office.

#### **ADVANCE ALLOWANCE**

An agency or department head may approve an advance allowance for out-of-state travel, in an amount not to exceed fifty dollars (\$50.00) for each day of travel on an extended trip. In cases where registration fees exceed one hundred dollars (\$100.00), the advance allowance may also include the registration fee, provided such registration fee cannot be charged to the American Express Card. The transmittal for the advance allowance must be cleared against the related expenses within thirty (30) days of the last day of travel. The department head will be responsible for ascertaining that such allowance and related expense reports are cleared within thirty (30) days. No such allowances will be approved for in-state travel.

#### **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 must 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. As no employee, except department heads, may approve his own expense account, all expense accounts must be signed by the employee and approved by his department head or designee. Approval of expense accounts is more than a formality. Approval indicates that expenses submitted for reimbursement have been reviewed and found to comply with state policies regarding authorized travel expenses.

Employees shall be responsible for turning in all travel expenses and receipts to their agency business office within three (3) working days from trip return date on extended trips. It is the responsibility of the agency business department to prepare and send employees expense accounts (both in-state and out-of-state) with necessary attachments and receipts to the Travel Management Office within eight (8) working days from employee return trip date. A note must be attached to the front of the transmittal on all travel expense reimbursements involving supplemental approval. 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. A copy of all travel expense accounts must be submitted to the Travel Management Office.

#### EXCEPTIONS

As in the case of any regulation, there are certainly areas left uncovered. Any questions regarding the interpretation of these regulations and state travel policies must be directed to the State Travel Coordinator for resolution. Any request for an exception to these rules must be accompanied by a letter to the State Travel Coordinator explaining the need for such exception. 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.

Board and/or commission members appointed by the Governor shall also be governed by these regulations, as will persons performing contractual work for the State. 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 the provisions of Chapter 62, Article 5, Section 1 (Section 62-5-1) and Chapter 59, Article 1, Section 16 (Section 59-1-16) of the West Virginia Code, 1931, as amended.