



STATE OF WEST VIRGINIA
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GOVERNOR

M E M O R A N D U M

FILED IN THE OFFICE OF
SECRETARY OF STATE OF
WEST VIRGINIA

THIS DATE 6-12-80

DATE: June 4, 1979
TO: ALL SPENDING AGENCIES
FROM: John D. Rockefeller IV *JDR*
SUBJECT: Revised Travel Regulations

The attached Travel Regulations will be effective July 1, 1979. Listed below are some of the specific changes that I want to bring to your attention:

1. Lodging costs will be based on the actual cost incurred at the rate of the least expensive available single room.
2. Meal cost both in-state and out-of-state will be limited to a maximum of \$15.00 per day. The combined daily allowance for lodging and food will be based on the actual hotel cost plus \$15.00 for meals plus incidentals as outlined in the regulations.
3. Direct billings by hotels will be eliminated for other than State employees and will be allowed for State employees only when staying in State facilities.
4. The mileage reimbursement for the use of a personal vehicle will be raised from \$.17 to \$.20 per mile.
5. The requirement that expense accounts be notarized has been eliminated as has the requirement that transportation be obtained from the Motor Pool.

The changes made in these Travel Regulations are designed to provide equity while simplifying the reporting requirements in connection with reimbursement for State expenses. Any questions about the regulations can be directed to Miles Dean, Commissioner, Department of Finance and Administration.

JDRIV/bbc
Attachment

TRAVEL REGULATIONS

Effective Date: July 1, 1979

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

General Instructions

1. 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 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.

2. Expense Accounts - The standard forms, Out-of-State Travel Expense Account (WV-5) and In-State Travel Expense Account (WV-6) 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. 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 an approved Request for Out-of-State Travel (WV-05A).

3. 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 travel:

- a. 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 \$3.00 will be permitted and may be reflected on the employee's expense account.
- b. 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.

In the case of out-of-state travel, an employee may be reimbursed for meal costs on trips started and completed in the same day.

Overall meal allowance costs for either in-state or out-of-state travel will be limited to fifteen dollars (\$15.00) per day.

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 particular meal. To illustrate, if an employee leaves at 10:00 a.m. and returns the next day at 4:00 p.m., he may include his lunch and dinner costs on the day that he leaves and his breakfast and lunch costs on the day that he returns from his trip. In these instances, it is essential that the employee show the time of day leaving and returning back to his headquarters.

4. 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 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 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.

Transportation

1. 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 compact cars where available.

2. 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.

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.

3. 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 connection with such travel will be allowed only to the extent that such costs along with mileage charges do not exceed such air fare.

4. 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 State business.

Use of private or chartered aircraft is not permitted unless written approval is given by the Governor.

Subsistence

1. 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 reimbursements will be made for laundry or valet charges 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 80% of the 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.

Direct billing to the State will be permitted only for State employees and only where the lodging is at a State-owned or run facility. Included will be State parks as well as facilities operated by the Department of Education, Colleges and Universities or other State facilities. Again, it should be noted that direct billing will be allowed for State employees only.

2. Meals - In the case of in-state or out-of-state travel, the total meal allowance on a daily basis will be limited to fifteen dollars (\$15.00) per day.
3. 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.
4. Overall Costs - The overall total for the subsistence amounts will be limited to the actual cost of lodging

as outlined above plus \$15.00 per day for food and other costs as noted above.

Expense Account Reporting Procedure

1. In-State Travel - There is no requirement for advance approval for in-state travel. All travel expenses incurred in accordance with these regulations shall be reported on In-State Travel Expense Account (WV-6). Such report shall be attached to the transmittal when submitted for payment.

2. Out-of-State Travel - Advance approval for out-of-state travel will be required to be given by the department head prior to the trip. Such approval will be on the Request for Out-of-State Travel (WV-05A). All travel expense incurred in accordance with these regulations shall be reported on Out-of-State Travel Expense Account (WV-5). Such Request for Out-of-State Travel (WV-05A) and Out-of-State Travel Expense Account (WV-5) shall be attached to the transmittal when submitted for payment.

3. Out of the Continental United States - No travel outside of the continental United States will be allowed without the written approval of the Governor.

Miscellaneous

1. 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. Registration fees in excess of \$150.00 must have prior approval of the Governor.

2. Advance Allowance - The transmittal for the advance allowance shall be approved by the department head and 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.

3. Out-of-State Travel - It is suggested that out-of-state travel be limited to one employee who can in turn report his participation and review to others interested in the out-of-state meeting. Attendance is, however, limited to no more than two employees to any 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.

4. 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.

5. 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.

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.

Out-of-State consultants and expenses authorized under consulting agreements will be subject to the same limitations as outlined above.

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.