

O b s e r v e

M E M O R A N D U M

TO: All Department Heads
FROM: Governor Arch A. Moore, Jr. *AAMJR*
DATE: July 7, 1976
RE: Revised Travel Regulations

This is to advise you that I have approved revised travel regulations effective July 15, 1976. These regulations will govern in state and out of state travel for state employees. The primary purpose of the revision is to increase the mileage allowance from 11¢ per mile to 15¢ per mile.

I trust that with this action you will be in a better position to provide for the administration of the affairs of your agency and consequently better service to the people of our State.

AAMJR:bjm

REVISED REGULATIONS TO GOVERN IN-STATE AND OUT-OF-STATE
TRAVEL OF STATE EMPLOYEES, EFFECTIVE July 15, 1976

The following regulations will govern travel and subsistence allowances for State employees traveling on official business for the State of West Virginia as authorized by Chapter 12, Article 3, Section 11 of the West Virginia Code, 1931, as amended. The allowances set out herein shall be considered the maximum unless otherwise set forth herein. Authorization by the spending officer of each department for travel expenditures shall be within the budgetary allowances for such purpose. Approved travel on official business within the State is on the basis of reimbursement for actual and necessary expenses incurred subject to any limitations set forth herein.

I Exceptions:

1. Rules and regulations governing travel shall not apply to those persons who are not employed by the State on an hourly or salary basis; for example, members of State Board of Education, special advisory committees appointed by the Governor, members of Teachers Retirement Board, State college and university athletic teams, etc., or to those branches or departments who 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.

II General Instructions:

1. Headquarters - Each employee of the State of West Virginia shall be presumed to have their official headquarters at the State Capitol in Charleston, unless established by the department

head at: (1) Branch office; (2) a State-owned institution; (3) a location within a territory; and (4) the domicile of a field worker, inspector, examiner, or similar employee residing within the territory to which he is assigned. Where the official station is other than Charleston, the proper designation shall be shown on expense accounts. Expenses will not be allowed which are incurred at the official station or within reasonable distance (to be determined by department heads) of the official station of any State official or State employer.

2. Expense Accounts - The standard form "Travel Expense Account," will be used for all claims for traveling expenses. This form must show number and detail of expenses day by day. Receipts must accompany the form and a separate claim must be filed by each employee. All accounts of expenses incurred by State officials or employees shall be verified by affidavit of the person incurring the expenses and certified by supervisor or department head. All expenses shall be itemized in detail and no item shall be designated as miscellaneous (sundry) or by any item of like general nature. No item shall be incorporated in an expense account which is not travel related.

Notwithstanding any provisions of these rules and regulations to the contrary, no official or employee shall be permitted to receive reimbursement for any expenses actually incurred in instances in which such expenses have been paid or are to be paid by any person, firm, corporation, partnership, association or third party. No official or employee shall receive reimbursement for any expenses actually incurred in instances in which such expenses have been paid or are to be paid by the State as a part of a registration fee.

III Transportation:

1. Authorization - Transportation may be obtained by the usual means of public conveyance, by State-owned vehicles or by privately-owned vehicle, and expense of transportation will be reimbursed only for the cost of travel between official headquarters and the place to which his duties

require an employee to go, subject to the limitations set out herein. Expenses for a temporary return to domicile from headquarters over weekends or for holidays will not be reimbursable for in-state travel unless the expense is no greater than would have been incurred were the employee to have remained in the field, which fact shall be certified by the head of the spending unit. Field personnel, whose official headquarters is designated as a certain city within the State, shall be reimbursed mileage expenses incurred when using private car while traveling on official business within the corporate limits and vicinity of his headquarters, and when certified by his immediate supervisor or department head.

Reimbursement will be limited to the actual cost supported by ticket stubs or other appropriate documentation based on the most economically direct and practical route possible. When travel is by automobile, a State vehicle will be used unless no such vehicle is available as certified by the director of the State Motor Pool. In the event no State vehicle is available, then reimbursement shall be at the rate of fifteen (15) cents per mile for the use of employee's automobile. Cost for the use of State vehicles will be in accordance with the State Motor Pool regulations.

Operations of State-owned vehicles will be confined to State officials and employees. No passengers or other riders are permitted unless they are on the same State business as the authorized user of the car. Automobile rental will be reimbursable to the employee when used in conjunction with common carrier travel, and when substantiated by receipts. The Governor may authorize the use of private or chartered aircraft when it is in the best interests of the State.

2. Common Carrier - Receipted bills for travel by any common carrier must accompany and verify the reimbursement request. Employees traveling by way of commercial airlines whose travel time does not exceed two (2) hours are required to travel at tourist or economy rates.

3. State Owned Vehicles - Reimbursement will be made for storage, toll charges, and other actual costs not covered by billing from the State Motor Pool. Storage will not be reimbursable on privately-owned vehicles, (see * below for exception).

4. Privately-Owned Vehicles - Maximum mileage allowances for use of privately-owned vehicles engaged in State business will be fifteen (15) cents per mile, which shall cover cost of parking and garage fees. If more than one person travels in a privately-owned vehicle and the resultant charge is less than would be required for transportation by commercial airline, * it will be permissible for necessary storage or garage fees to be claimed for reimbursement. Toll bridges and turnpike charges may be included as an additional item but must be substantiated by receipts. Reimbursement for use of privately-owned vehicles will be made only where State-owned vehicles are not available through the State Motor Pool, as certified by the director of the Motor Pool.

IV Subsistence:

1. Lodging - All persons traveling on State business will be reimbursed in an amount equal to their actual hotel bill for lodging only while absent from their official stations. No reimbursement will be made for extra hotel charges for radio, television, laundry and/or valet charges, and personal telephone calls. A receipt for the amount paid for hotel rooms must be submitted with the original expense account. Reimbursement for hotel expenses shall not be made for an employee's spouse. In cases of double occupancy, hotel reimbursements will be on the basis of the single occupancy rate, not to exceed 80% of actual room cost. No meals are reimbursed for employee's spouse.

2. Federal Excise Tax - As a governmental unit, the State is not exempt from Federal excise tax on transportation.

3. Meals - In-State Travel - Reimbursement will be made for actual cost of meals while absent from official station, to a maximum of nine (\$9.00) dollars per day, for travel within the State of West Virginia where the distance from the official station is over twenty-five (25) miles. Said maximum allowances shall not be arrived at by average of days, but a purely day by day maximum, per diem. When breakfasts are available at the domicile, no reimbursement for same is to be included in the expense total per diem. The sole responsibility of an expense account being filed with unauthorized charges rests with the department head and/or immediate supervisor, who shall be held accountable. When the Department head and/or immediate supervisor processes an expense account for an individual, they are certifying to the State Auditor that those expenses are legitimate and authorized.

V Out-of-State Travel:

Costs for out-of-state travel will be reimbursed only for travel deemed necessary for the proper conduct of the State's business and will require the certification of the department head before reimbursement is made. Prior approval of the Governor will be required for travel to and attendance at any meeting outside the State. Travel to and attendance at any meeting outside the State will be limited to no more than two (2) members of the staff of any department without prior approval of the Governor for additional members to travel.

All requests for out-of-state travel for approval by the Governor shall first be submitted to the Budget Division of the Department of Finance and Administration for review. Sufficient information shall be included to show justification for the request.

VI Itemization:

In preparing expense accounts, a detailed list of all expenses for hotel bills and each meal shall be listed and shown separately. Hotel lodging bills for travel outside the State may not exceed thirty dollars (\$30) per day and meals will be reimbursed in an amount not to exceed fifteen dollars (\$15) per day. The maximum out-of-state travel expenses for meals and lodging shall not exceed forty-five dollars per day, and in the event the room rates exceed thirty

dollars (\$30) per day, the total shall still not exceed forty-five dollars (\$45) per day for meals and lodging, except without prior written approval of the Governor.

VII Miscellaneous:

1. Registration Fees - Registration fees at conventions must be supported by receipts and are limited to fifty dollars (\$50) unless prior approval has been granted by the Governor.

2. Tips and Gratuities - Reimbursement for tips and gratuities will not be allowed unless included in the maximum allowance for meals. Expenditures for laundry, valet service, insurance, entertainment, etc., are personal charges and will not be permitted.

3. Baggage - Necessary charges for the transfer and storage of baggage will be allowed provided such charge does not exceed fifteen percent (15%) of the daily hotel room rate for the date of check-in and date of check-out (first and last day).

4. Out-of-State Travel in Privately-Owned Vehicle - Reimbursement for automobile travel enroute to and from a destination outside the State (mileage, hotel and meals), shall not exceed the first class fare by commercial airlines.

5. Advance Allowance - The requisition for an advance allowance shall carry the following certification by the department head:

"No advance allowance, under Senate Bill 131 of March 8, 1969, shall be made for out-of-state travel unless the requisition requesting said allowance is approved by the Governor."

The following certificate should also appear on all copies of the transmittal:

"I hereby certify that the above advance allowance requisitioned in the name of _____ is being requested pursuant to compliance with the Rules and

Regulations of the Governor, and that I, as head of the Department of _____ hereby assume the responsibility of seeing that this advance allowance issued pursuant thereto is settled within thirty (30) days from the date of said warrant, as provided by law."

Signature of department head

The Purchasing Division of the Department of Finance and Administration may approve requests for cash advances for out-of-state travel purposes, which have prior approval by the Governor, in an amount not to exceed three hundred dollars (\$300) provided, however, that the Purchasing Division may also approve cash advances in excess of three hundred dollars (\$300), but not to exceed four hundred dollars (\$400) which have prior approval by the Governor, for travel by employees performing official duties that require such employee to be out of the State longer than fifteen (15) consecutive days.

In addition to the above, for authorized official travel outside the continental limits of the United States, cash advances may be approved for the purchase of transportation tickets prior to departure only. The requests for cash advance must include a certification, as set forth above, from the department head indicating a personal responsibility for the advanced allowance. Requests for cash advances for less than fifty dollars (\$50) will not be honored. Out-of-state travel not exceeding twenty-five dollars (\$25) total expenditure will not require prior approval of the Governor's Office but will require clearance of department head.

VIII Prior Notice for Out-of-State Travel Requests:

All requests for out-of-state travel shall be forwarded on the form furnished by the Budget Division of the Department of Finance and

Administration, in triplicate, authorized and approved by the department head or his authorized designee, addressed to the Commissioner of Finance and Administration, Attention: Budget Division, at least two weeks (14 days) prior to the anticipated date of departure for such out-of-state travel.

IX Greenbrier Hotel Trips

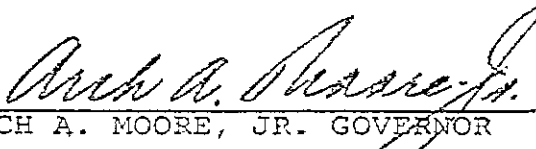
Prior approval by the Governor must be obtained for lodging at the Greenbrier Hotel at White Sulphur Springs, West Virginia, where the previously noted maximum of forty-five dollars (\$45) per day will not be applicable. Gratuities shall not exceed fifteen percent (15%) of the daily room rate.

X Promotional Expenses

Reimbursement will be allowed to properly authorized personnel whose official duties require expenditures for meals for industrial prospects, providing a restaurant receipt is attached to the expense account and providing it is subsequently approved by the Governor.

XI Credit Cards

Reimbursement will be made only to the official or employee on travel status, with the exception of gasoline and oil purchased for a state car by specific credit card for such car, and for air travel and car rental charged direct to a department by credit card.


ARCH A. MOORE, JR. GOVERNOR