

RECEIVED

15 5 4 1973

OFFICE OF
SECRETARY OF STATE
STATE OF WEST VIRGINIA

DATE: JANUARY 26, 1973
MEMO TO: ALL DEPARTMENT HEADS
FROM: ARCH A. MOORE, JR., GOVERNOR
SUBJECT: TRAVEL REGULATIONS - (AMENDMENT)



The travel regulations approved effective October 1, 1972, (Page 4, Item IV, Section 3) are hereby amended to read as follows:

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 these expenses are legitimate and authorized.

(\$9) per day, for travel within the state of West Virginia where the distance from the domicile 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.

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 (\$45) 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

RECEIVED

OCT 10 9 13 AM '72

OFFICE OF
SECRETARY OF STATE
STATE OF WEST VIRGINIA