



STATE OF WEST VIRGINIA  
OFFICE OF THE GOVERNOR  
CHARLESTON

ARCH A. MOORE, JR.  
GOVERNOR

October 6, 1972

The Honorable Denzil L. Gainer  
State Auditor

✓ The Honorable John D. Rockefeller, IV  
Secretary of State

Gentlemen:

Attached hereto are copies of the approved revised Rules and Regulations governing in-state and out-of-state travel by State officials and employees under my jurisdiction.

These Rules and Regulations were promulgated pursuant to and by virtue of the authority contained in Chapter 12, Article 3, Section 11 of the Code of West Virginia, 1931, as amended, said Rules and Regulations to be effective October 1, 1972.

Sincerely yours,

Arch A. Moore, Jr.  
Governor

AAMJR:act

Enclosures

cc: The Honorable Arden Hodges

STATE OF WEST VIRGINIA  
SECRETARY OF STATE  
OFFICE OF

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REVISED REGULATIONS TO GOVERN IN-STATE AND OUT-OF-STATE

TRAVEL OF STATE EMPLOYEES, EFFECTIVE OCTOBER 1, 1972

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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 head) of the official station of any State official or State employee.

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.

### 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 eleven (11) 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.

Operation 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 eleven (11) 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 reimbursements 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 dollars