



STATE OF WEST VIRGINIA
OFFICE OF THE GOVERNOR
CHARLESTON 25305

March 20, 1969

ARCH A. MOORE, JR.
GOVERNOR

Honorable Denzil L. Gainer
State Auditor

Honorable John D. Rockefeller, IV
Secretary of State

Gentlemen:

Attached hereto are copies of the Rules and Regulations governing travel, as the same pertain to 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, Sec. 11 of the Code of West Virginia, 1931, as amended.

Very truly yours,

Arch A. Moore Jr.
ARCH A. MOORE, JR.
Governor

AAMJr/bjj
Attachment

CC: Honorable William Loy
CC: Honorable Jack L. Miller

FILED IN THE OFFICE
JOHN D. ROCKEFELLER, IV
SECRETARY OF STATE
THIS DATE 3/20/69





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GOVERNOR

Honorable John D. Rockefeller, IV
Secretary of State

Honorable Denzil L. Gainer
State Auditor

Gentlemen:

Attached hereto find two copies of amendment to Travel
Rules and Regulations heretofore filed with your office, dated
March 8, 1969.

Very truly yours,

Arch A. Moore, Jr.
ARCH A. MOORE, JR.
GOVERNOR

AAMJr/bjj
Attachments (2)

CC: Honorable William Loy
CC: Honorable Jack L. Miller

FILED IN THE OFFICE
JOHN D. ROCKEFELLER, IV
SECRETARY OF STATE
THIS DATE 6/19/69



STATE OF WEST VIRGINIA
OFFICE OF THE GOVERNOR
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ARCH A. MOORE, JR.
GOVERNOR

TRAVEL REGULATIONS AS PER SENATE BILL 131, MARCH 8, 1969.

SUBJECT: Amendment to Travel Rules and Regulations
dated March 8, 1969, issued March 20, 1969.

On Page 7, Section VI, Paragraph 6, after paragraph beginning: Purchasing division may approve requests of cash advances," etc., add the following:

Provided however, that the purchasing division may approve cash advances in excess of \$300, but not over \$400, that 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 purchase of transportation tickets prior to departure only.

Out of state travel not exceeding \$25 total expenditure will not require prior approval of the Governor's Office but will require clearance of Department Head.

APPROVED:

Arch A. Moore, Jr.
ARCH A. MOORE, JR., GOVERNOR

FILED IN THE OFFICE
JOHN D. ROCKEFELLER, IV
SECRETARY OF STATE
THIS DATE 6/19/69