



WEST VIRGINIA
PURCHASING DIVISION

SURPLUS PROPERTY

**Traveling for Business for the
State of West Virginia**

State of West Virginia Travel Rules

Governance

Authority West Virginia
Code 12-3-11

Reimbursement of travel

The State has an “accountable plan” for reimbursement of travel expenses and will only reimburse for actual expenses or in an amount deemed substantiated.

Who it applies to

Per 12-3-11 for anyone under the Governor that means that the Department of Administration is responsible for the basic rule framework for agencies to follow.

Travel Management Office vs. Agencies



What does this mean for spending units?

Spending units are the final authority...
As long as you follow the rules.

- Authorization for the travel
 - Proper Conduct of State business
 - Legitimate and Reasonable Expenses
- Develop Policies and Procedures
 - What is best for your unit?
- Expense Report
 - Unit approves
 - 15 days to submit to auditor

Who can travel for business?

“Traveler” means a State of West Virginia officer, board member, employee, consultant, contractor and anyone authorized to be reimbursed travel expenses by or on behalf of the State.

- Consultants, contractors, and non-employees must follow the same rules as employees of the State of West Virginia.
- If you are paying the travel expenses by federal, state grants, or private grants that have specific terms and conditions that are different from these rules you must follow the rules governed by those terms and conditions.

What does the State of West Virginia pay for?

- Meals
- Transport
 - Air
 - Ground
 - Train
- Lodging
- Registration Fee
- Baggage storage fees
- Tolls
- Garage or parking fees
- Currency conversion
- Guides, interpreters, and Visa fees
- Laundry

Who gets paid for meals?

Meals and Incidentals

- People who are traveling and require overnight lodging.
- People who are traveling for 12 hours plus in a 24-hour period.
- People who are traveling with someone who has been entrusted with the Spending Units care.
 - Clients
 - Patients
 - Students
- Law Enforcement personnel who are in undercover operations.
- Others that have the Spending Unit Officer approval

How do you determine how much to pay your employee for a meal?

- GSA per diem rates
- No alcohol or entertainment
- First and last day of travel - 75%
- Free breakfast at the hotel...
spending unit must still pay

THAT WON'T COVER THE COST?

- Spending Unit
Authorization for excess of
per diem rate
- Itemized receipts - entire
day

How do you get there?



Airfare

National Travel
Delta



Vehicles

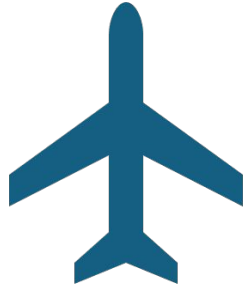
Fleet
Enterprise
Hertz
Personal Vehicle



Trains

Yes, really by train

Airfare



Must use National Travel

- Only way to book Delta
- Pick the least expensive logical fare via the most direct route.
- E-tickets fine, Paper on your own dime

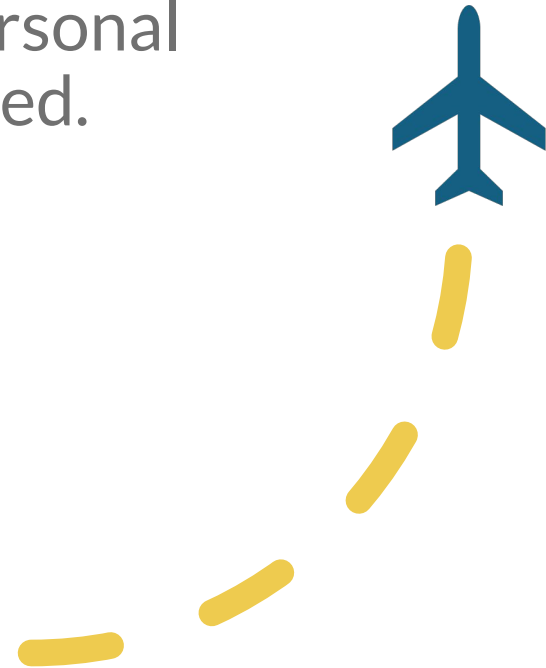


Must not do the following

- Deliberately cause an increase in the cost or delay for your personal benefit.
- Can't specify who to use for your personal benefit.

**Well, I want
first class,
and I am
getting first
class!**

If an increase in airfare is caused by the Traveler without legitimate excuse, that increased cost is considered a personal expense and will not be reimbursed.



Vehicles

State-owned vehicle

Commercial rental vehicle

Privately-owned vehicle



Vehicles: State-owned

First ask your spending unit fleet coordinator if your agency has a vehicle available.

It your agency does not have a state-owned vehicle:

- Rent a vehicle from the Fleet Management Division Motor Pool
- Motor Pool vehicles are available to state employees for use on official state travel
 - Billed to departmental accounts
 - All drivers must present a valid U.S. driver's licence to secure a vehicle from the Motor Pool

State-owned vehicles

Fleet Management Division Rates				
Vehicle Selection	MPGs	Daily	Weekly	Monthly
Compacts (Nissan Versa Note)	36 MPG	23.25	136.25	525.00
Intermediate (Chrysler 200, Corolla)	33 MPG	24.75	143.75	555.00
Full size (Altima)	33 MPG	27.00	155.00	620.00
Premium	28 MPG	55.00	250.00	940.00
Intermediate Hybrid	40 MPG	40.00	205.00	815.00
Standard SUV	22 MPG	50.00	260.00	991.25
Large SUVs (Tahoe, Navigator)	20 MPG	75.38	376.88	1467.5
Small Pick-Up (Nissan Frontier)	21 MPG	53.13	255.63	1000.00
Trucks (Silverado, Ram 1500 Quad Cab)	25 MPG	55.00	271.25	980.00
Minivans (Grand Caravan, Sienna)	22 MPG	50.50	222.5	950.00
12-Passenger Van (Ford & Chevys)	14 MPG	85.00	396.25	1675.00

Vehicles: Commercial Rental

Only use this when a state vehicle is unavailable and reimbursement is less than if the employee took his or her own private vehicle.

Rentals must be made using the statewide contract:

- Reimbursement for rentals outside of the statewide contract require approval from the Travel Management Office
- State employees are only permitted to go outside of the statewide contract when criteria below are met:
 - No location in the specific area
 - Does not have the type of vehicle needed
 - Cannot supply the vehicle for the duration needed

Vehicles: Commercial rental vehicle

P-card/Ghost card

Weekly rates

Mid-size or smaller

- Full size vehicles if more than 3 people
- Larger vehicles must be a group of 5
- Larger vehicles if specific situations warrant

Reimbursement on vehicle, mileage fees, and fuel costs

- Must have receipts

Insurance is already included

Full Tank of gas

Vehicles: Private owned

What you need to know

No vehicles owned by the unit is available.

Reimbursement is less than \$50.00 per day.

Reimbursement is less than the cost of commercial travel.

Owner's personal insurance is the primary insurance coverage.

Receipts are not required for mileage reimbursement

- Use GSA reimbursement mileage rate... currently \$0.70/mile.

Vehicle should be insured, registration up to date, and inspection up to date.

Train

Make a booking through National Travel.

Should be paid by P-card or Ghost Account.

**Common
Question:
How do I get to
the hotel?**

Courtesy transportation
provided by the hotel



Taxi, bus, or other means

*Receipts are not required for
transportation less than \$75.00*

Lodging

- Must be over 50 miles from official work location or home, whichever is shorter in distance, and an overnight is required
- Absolutely no third-party vendors
 - That includes Airbnb
- Pick a convenient location
- Sales tax not paid in WV; is paid outside of WV
- Need a folio/invoice
 - Must be itemized

Lodging

- How much is too much for a hotel?
 - GSA rate
 - 300% over with Spending Unit approval
- Charge it to the room?
 - No personal expenses, including food, shall be charged to hotel folios when a P-card is used
- More than one traveler in the room?
 - One traveler can claim the total charge or request the charge be split between them
 - Reference each traveler on each other's settlement forms



**STATE OF WEST VIRGINIA
TRAVEL AUTHORIZATION**

Original-Submitted for payment - Copy 1-Travel Management Office
Copy 2-Spending Unit - Copy 3-Spending Unit

WVTMP 1.0

Request # FY
Request Date YR

Traveler
Traveler's Title
Department
Division
Section
Contact
Telephone Number

Travel Category

<input type="checkbox"/> Site/Client visit	<input type="checkbox"/> Conference attendance	<input type="checkbox"/> Special mission
<input type="checkbox"/> Informational meeting	<input type="checkbox"/> Training attendance	<input type="checkbox"/> Candidate travel
<input type="checkbox"/> Speech/Presentation	<input type="checkbox"/> Recruiting	<input type="checkbox"/> Relocation
<input type="checkbox"/> Other _____		

Statement of Purpose

Statement of Justification

Requested By: _____ Date _____
Traveler Signature & Printed Name

Approved By: _____ Date _____
Executive Officer Signature & Printed Name

As Required: _____ Date _____
Travel Management Office Signature & Printed Name

Account Type(s): Account Number(s):

General Revenue _____

Special Revenue _____

Federal Revenue _____

Other _____

DATE	TIME	CITY/STATE
		from
		to

Estimated Costs (Complete all that Apply)

	Direct Billed ^①	Reimbursed
Transportation		
Commercial Air Carrier ^②		
Charter Aircraft		
Rail Service _____		
Commercial Vehicle Rental ^②		
Personal Vehicle _____ mi. @ _____		
Taxi/Ground Transportation		
Other Transportation		
Parking		
Registration		
Lodging \$ _____ per night	^③	
Facility Name _____		
Meals _____		
Other _____		
Other _____		
Subtotal Estimated Expenses	\$ 0.00	\$ 0.00
Total	\$ 0.00	
<input type="checkbox"/> Days @ \$ _____ per day	\$ _____	
Registration	\$ _____	
Cash Advance Total	\$ _____	

TMO

1. All direct billed expenses require the advance approval of the Travel Management Office.
2. State Contracted Travel Agency Must Be Used. 3. Board & Lodging Voucher Required

What needs to be filled out on Travel Authorization Form?

- Travel Information
 - Who they are.
 - Where they work
- Travel Category
 - Why are they traveling
- Purpose
- Justification
- Approval Signature
 - Traveler
 - Executive Officer
 - Travel Management Officer
- Accounting
 - How will this be paid?
- When and where are they going?
- Estimated Costs
 - How are they getting there?
 - Is there a cost to attend?
 - How much will a night's stay be?
 - Meals?

Travel Expense Account Settlement Form

- Who is traveling?
 - Employee/non-employee
 - Name, title, wvOasis Vendor ID number
 - This is Not your Employee Number
 - Home address
 - Workplace information
 - Travel Information
 - Purpose (Be specific. Attach agenda and registration verification, if required.)

Travel Expenses Account Settlement Form

- Why are you traveling?
- How are you traveling?
 - State Car/Personal Car
 - Air Fare
 - Car Rental
 - Lodging
 - Meal and Incidentals
 - Per Diem
 - Taxes
 - Other

- Where are you traveling?
 - How many miles?
 - Where did you come from and where did you go?

Travel Expense Settlement Form

- Example: 10/1 Pcard Hotel
Hampton Inn, Arlington, VA
\$248

- Expenses Paid by Other Sources/Advances
 - Must attach receipts
- Put your date
- Payment Code
 - DB – Direct Bill
 - Pcard
 - ADV – Cash Advance
 - Other- Other source
 -
- Item and Vendor
- Amount

Travel Expense Settlement Form

Notes and Comments for Clarification

- Personal Car use rather than State Car use
- Large rental vehicle versus standard size
- Left from home rather than work headquarters
- Two employees shared a room and only one folio

Approval Signatures and dates

Funding information

- How are you going to pay for it?



Thank you for your time!

Questions?