STATE OF WEST VIRGINIA
TRAVEL EXPENSE ACCOUNT SETTLEMENT
SAOTRVL effective 01/01/2026

EMPLOYEE TRAVEL		IF SUBMITTING A NON-EMPLOYEE TRAVEL REIMBURSEMENT, A COPY OF THE CONTRACT/AGREEMENT MUST BE ATTACHED.	
NON-EMPLOYEE TRAVEL			
Name:		Title:	*wv* OASIS VENDOR ID:
Address:		City:	
State:	ZIP:	Headquarters:	Normal Work Hours:
Department:		Division:	Section:
Travel Purpose:			
State Car:		https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates	
Personal Car:		Current Mileage Rate: 0.725	
REGISTRATION REQUIRED?	YES	IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)	
	NO		

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	M & IE*	GSA PER DIEM	TAXABLE* AMOUNT	TOTAL
				0.00							0.00	0.00
				0.00							0.00	0.00
				0.00							0.00	0.00
				0.00							0.00	0.00
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				0.00							0.00	0.00
				0.00							0.00	0.00
				0.00							0.00	0.00
				0.00							0.00	0.00
Total Expenses page 2			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*GSA Meals & Incidentals (M&IE): https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup

*OTDED Trans ID:

OTHER EXPENSES

DATE	ITEMS	AMOUNT
Total Other Expenses page 2		0.00
Total Other Expenses		0.00

EXPENSES PAID BY OTHER SOURCES/ADVANCES (attach receipt copies)

DATE	PMT CODE	ITEM AND VENDOR	AMOUNT
Total Paid By Other Sources/Advances page 2			0.00
Total Paid By Other Sources/Advances			0.00

PMT CODES	
DB	DIRECT BILLED TO AGENCY
PCARD	PURCHASE CARD
ADV	CASH ADVANCE ISSUED
OTHER	PAID BY OTHER SOURCE

Total Reimbursable Amount	0.00

Notes and Comments for Clarification

I certify that all expenses submitted for reimbursement accurately reflect costs incurred in connection with assigned duties of the traveler performed for a legitimate government reason and are not reimbursable from any other source.

Traveler's Signature Date

Approval Supervisor/Agency Head Date

I certify that I have personally examined and approved the Travel Expense Settlement and the terms of expenses are reasonable and correspond to the assigned duties of the traveler and meet applicable Travel Regulations and are within the budget of this spending unit.

Approval Agency Head/Designee Date

AGENCY ACCOUNTING INFORMATION

FUND	SUB FUND	FY	DEPT	UNIT	APPROP	OBJ	SUB OBJ	AMOUNT	MAJOR PROGRAM	PROG.	ENTITLE. YEAR	FUNCTION	ACT.	LOC.	REPORTING

STATE OF WEST VIRGINIA
TRAVEL EXPENSE ACCOUNT SETTLEMENT (cont'd)
SAOTRVL effective 01/01/2026

EMPLOYEE TRAVEL	0	IF SUBMITTING A NON-EMPLOYEE TRAVEL REIMBURSEMENT, A COPY OF THE CONTRACT/AGREEMENT MUST BE ATTACHED.
NON-EMPLOYEE TRAVEL	0	

Name: 0		Title: 0		WVOASIS VENDOR ID:	0
Address: 0			City: 0		
State: 0	ZIP: 0	Headquarters: 0		Normal Work Hours:	0
Department: 0		Division: 0		Section: 0	
Travel Purpose:	0				

State Car:	0			https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates
Personal Car:	0	Current Mileage Rate	0.725	
REGISTRATION	0	YES		IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)
REQUIRED?	0	NO		

DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	M & IE*	GSA PER DIEM	TAXABLE DIFFERENCE	TOTAL
				0.00							0.00	0.00
				0.00							0.00	0.00
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				0.00							0.00	0.00
				0.00							0.00	0.00
				0.00							0.00	0.00
TOTALS page 2			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

*GSA Meals & Incidentals (M&IE): https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup

OTHER EXPENSES

DATE	ITEMS	AMOUNT
Total Other Expenses		0.00

EXPENSES PAID BY OTHER SOURCES/ADVANCES (attach receipt copies)

DATE	PMT CODE	ITEM AND VENDOR	AMOUNT
Total Paid By Other Sources/Advances			0.00

STATE OF WEST VIRGINIA
TRAVEL EXPENSE ACCOUNT SETTLEMENT (cont'd)
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AGENCY ACCOUNTING INFORMATION															
FUND	SUB FUND	FY	DEPT	UNIT	APPROP	OBJ	SUB OBJ	AMOUNT	MAJOR PROGRAM	PROG.	ENTITLE. YEAR	FUNCTION	ACT.	LOC.	REPORTING