

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA



JAMES M. ALBERT
ADMINISTRATIVE DIRECTOR

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January 25, 2001

The Honorable Joe Manchin, III
Secretary of State
Building 1, Suite 157K
State Capitol
Charleston, WV 25305

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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FILED

Dear Mr. Manchin:

Enclosed for filing is the Supreme Court travel regulations increasing the mileage reimbursement rate from \$.325 to \$.345 per mile (Section 10.2(A)(2) of the West Virginia Judicial Personnel System Manual), as amended effective February 1, 2001.

Sincerely,

A handwritten signature in cursive script, appearing to read "JMA", written in black ink.

JAMES M. ALBERT
Administrative Director
of the Courts

JMA/mg

Enclosure

cc: State Auditor
Joan Smith

- (2) Allowable reimbursements will be for: mileage at the rate of \$~~0.15~~ per mile ~~effective February 1, 2001,~~ unless otherwise provided by statute or special Supreme Court regulation; toll charges; parking, which must be documented by original receipt.

(B) TRANSPORTATION: RENTAL VEHICLE

- (1) Reimbursement will be allowed for car rental only if the Administrative Director or his designee has granted approval in advance; the limitations of (A)(1) above will apply.
- (2) Allowable reimbursements will be for: rental charges (but not optional insurance) and gasoline, both of which must be documented by original receipt; toll charges; parking, which must be documented by original receipt.

(C) TRANSPORTATION: COMMON CARRIER OR PUBLIC CONVEYANCE

- (1) Reimbursement will be allowed for commercial airline, train, or bus (at tourist or economy rates, unless the travel time exceeds three hours).
- (2) Allowable reimbursement will be for: ticket or supersaver reduced-price airfare cost, which must be documented by original customer ticket stub, original receipt, or photocopy of both sides of canceled check; mileage and parking (the latter must be documented by original receipt) if airport or station is outside the headquarters county or, if inside, for maximum of seven days. For good cause shown, the Administrative Director may waive the supersaver airfare reimbursement limit. The Administrative Director may approve reimbursement to personnel holding a non-refundable supersaver airline ticket if approved travel is canceled for a reason deemed by the Administrative Director to be an unavoidable emergency.