



West Virginia Department of Transportation Policy: **Travel Request Processing**

Issued by the Secretary of Transportation

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 1 of 15

1.0 PURPOSE

The state travel policy and the West Virginia Department of Transportation (WVDOT) travel policy are designed to ensure that fairness is afforded in the application and administration of travel expense reimbursement for employees who are away from their headquarters or official station. Each individual employee is responsible for preparing the required documentation as outlined by this WVDOT policy.

Each WVDOT manager will ensure that each employee complies with these policies. Managers with signature authority for Expense Accounts not only approve the requested reimbursement, but are certifying that, "The terms of expense further meet all State of West Virginia Travel Regulations."

The Department of Administration, Purchasing Division, State Travel Rule, is incorporated in this policy by reference. All state agencies are required to follow the State Travel Rule West Virginia Purchasing Division (state.wv.us). Please note that this policy provides links to the WVDOT forms for mileage reimbursement rates, per diem rates, required forms, and other relevant information at the end of this policy.

This policy supplements the State of West Virginia's Travel Policy. If there are any questions concerning travel policies and procedures, the Finance Division "BF" (phone 558-2841) should be contacted.

2.0 DEFINITIONS

- 2.1 **Agency:** means any authority, bureau, commission, or Division or similar cabinet subpart of the WVDOT.
- 2.2 **Agency Head:** means the chief executive officer of an agency.
- 2.3 **Division Director:** means the administrative head of a WVDOT Division.
- 2.4 **District Manager:** means the administrative head of the District.
- 2.5 **Employee:** means a person who lawfully occupies a position in a WVDOT agency and who is paid a wage or salary and who has not severed the employee-employer relationship.
- 2.6 **Purchase Card or P Card:** means state issued credit card for agency purchases and travel expenses.
- 2.7 **REMIS:** means the Remote Entry Management Information System that was developed as an in-house system to gather detailed information in the areas of payroll, equipment, inventory, accounts payable and accounting. Several REMIS functions have migrated to other programs, in particular wvOASIS, as REMIS is phased out.

Policy: **Travel Request Processing**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 2 of 15

- 2.8 **Spending Office:** means the office in the Finance Division responsible for processing travel authorizations and expense forms.
- 2.9 **Spending Officer:** means the person with authority to approve travel authorizations and travel expense account settlement forms.
- 2.10 **wvOASIS:** means the Enterprise Resource Planning System, the statewide computer system designed to manage the state's business functions Financial Management, Procurement, Asset Management, Personnel Administration, Payroll, Time Reporting, and Benefits Administration.

3.0 TRAVEL ELIGIBILITY AND APPROVAL

3.1 Eligibility

- A. Employees will be limited to two (2) employment related out of state trips per fiscal year. Any additional out of state travel will be at the discretion of the Secretary of Transportation (Secretary).
- B. Out-of-state travel requests that exceed the two (2) per fiscal year limit will need to be requested through Human Resources (HR) before submitting a DOT-49 for approval. Requests must include a copy of the agenda, cost of trip, and a justification for travel. If approved, an e-mail indicating such must accompany the DOT-49 when submitted.
- C. Employees performing WVDOT work while in approved travel status will be reimbursed for all legitimate and reasonable expenses as provided herein.
- D. An employee is in approved travel status when:
 - 1. the employee must leave their assigned official station to perform duties at non-routine locations or areas.
 - 2. the employee's work location must be a minimum of 50 miles one-way from the employee's official station; and
 - 3. the employee must have the express consent of his or her immediate supervisor to travel before being recognized in travel status.
- E. Division Directors and District Managers may grant an exception, for extenuating circumstances, to the minimum distance or time from the employee's official station. The justification for the exemption must be written, signed, and dated by the Division Director or District Manager before the travel. Submit a scan of the original, signed, and dated justification with the employee's expense account for processing.
- F. Each Division Director and District Manager must maintain an official station assignment log for all assigned employees. The official station

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 3 of 15

assignment is the boundary of the employee's normal work location (city, town, county, etc.) and will be used to determine eligibility for travel expense compensation. This log will be referenced by the organization manager, or designee, to confirm travel status before approving and transmitting travel reimbursement requests for processing. Official Station Assignment forms must be retained by the Division or District and made available upon request to the Accounts Payable Section of the Finance Division.

G. Travel expenses incurred while on annual leave time are not reimbursable.

H. Travel Expense Account Settlement Form:

1. all wvOASIS accounting information fields must be completed on the forms, or they will be returned to the originator; and
2. must be submitted within 15 days after completion of travel per W. Va. State Code §12-3-11 and WV State Travel Rules (Title 148, Department of Administration State of West Virginia Travel Rules, Section 2.8). [WV SOS - Administrative Law - Code of State Rules - Online Data Services](#)

I. Training / Conference Travel

When returning from approved travel, employee(s) will be required to relay information back to their respective Division/District. This can be accomplished by sharing during staff meetings, formal presentations or by typed notes.

3.2 Prior Approval for Travel

A. The following conditions require prior approval on Form DOT-49 signed by the Agency Head, or designee:

1. out-of-state travel that requires an overnight stay or travel expense reimbursement. Requests should be made at least 30 days in advance;
2. any travel where funding, all or in part, is not state administered, unless the funding is personal or is paid by a family member;
3. when personal travel is combined with business, except where there is an extended stay at the business destination for the purpose of receiving transportation discounts;
4. any other circumstance specified by the Agency Head, or designee, of the agency.

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 4 of 15

- B. Out of State Travel Requests must be submitted to the WVDOT Travel Coordinator "BF" for review once signed by the traveler, traveler's supervisor, Division Director/District Manager. The Travel Coordinator will forward approved requests to the WVDOT Business Manager for additional approvals before forwarding on to the appropriate "C" and "H" level staff.

OUT OF STATE TRAVEL

PREPARED BY:		initials
DATE:		
ROUTE ORDER	OFFICE	OK
1	(ORIGINATOR)	
2	(CHIEF)	
3	BF	
4	CB	
5	CC	
6	BF	

This workflow is approved for paper copy routing only. Should you choose to use DocuSign, please contact the Travel Coordinator or Finance Division for routing instructions.

4.0 STATE CONTRACTED TRAVEL SERVICES

- 4.1 The contracted travel service vendor, currently National Travel Service, must be used when making the following state travel reservations:
- A. all commercial airlines reservations/tickets; and
 - B. all rail reservations/tickets.

Questions related to travel services may be directed to the Finance Division at (304) 558-2841.

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 5 of 15

5.0 TRANSPORTATION

5.1 Commercial Airlines

The State's travel service vendor must be utilized to make advance bookings to secure the least expensive airfare possible.

Allowable reimbursement for commercial airline travel shall include the actual expense or cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in a lower fare.

To receive reimbursement, the employee must submit the available itinerary options from the travel service vendor.

If an increase in the cost of the airfare is incurred, the charge is reimbursable if the employee is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Increased or extra charges incurred due to the employee's negligence will be considered a personal expense of the employee and shall not be reimbursed.

Major airlines charge a fee to issue paper flight ticket in situations when an e-ticket is available. If a paper ticket is requested, the service charge will not be reimbursed. If employees experience problems with e-tickets when exchanging due to flight cancellations or delays, particularly when changing airlines, the travel service vendor is required to assist and provide proper documentation.

The Purchase Card should be utilized to purchase commercial airline tickets.

Agency employees who elect to drive a vehicle in lieu of flying via commercial airline to their business destination will be reimbursed the lesser amount for reasonable and logical travel expenses. In this situation, a comparison of the travel expenses must be made for the commercial flight as well as a privately owned and rental vehicle. These are examples, the rates are subjected to change and may not be reflected in the examples.

Example:

An employee is required to attend a two (2) day conference in Myrtle Beach, South Carolina. The employee chooses to drive a privately owned vehicle instead of flying via a commercial airline. To determine the travel reimbursement for this situation, the following cost comparison is required. In all the scenarios presented there are two (2) travel days plus two (2) conference days. The meal and incidental expense per diem allowance for Myrtle Beach, South Carolina is \$51 and \$38.25 for the first and last day of travel. Lodging is for three (3) nights.

Commercial flight expenses

Round trip airline ticket cost	\$225.00
Rental car, including fuel – 3 days	113.00
Lodging expenses – conference rate	375.00

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 6 of 15

Meals – 2 lunches/1 dinner provided	<u>128.50</u>
Total expenses.....	<u>\$841.50</u>

Privately owned vehicle expenses

Mileage reimbursement (876 mi.)	\$573.78
Lodging expenses – conference rate	375.00
Meals – 2 lunches/1 dinner provided	<u>128.50</u>
Total expenses.....	<u>\$1,077.28</u>

Rental car expenses

Rental car, including fuel – 4 days	\$219.60
Lodging expenses – conference rate	375.00
Meals – 2 lunches/1 dinner provided	<u>128.50</u>
Total expenses.....	<u>\$723.10</u>

In this situation, the employee will only be reimbursed the lesser amount of \$723.10 (rental car scenario) since the employee chose to drive a private vehicle to the conference.

Example:

**West Virginia Purchasing Division's
Vehicle Rental versus Reimbursement Calculator**

Input Variables		Vehicle Data Reference Chart				
Total Miles to be Traveled	876	Hertz Rates				
Total Days in Trip	4	Vehicle Selection	MPGs	Daily	Weekly	Monthly
Car Rental Rate (Daily, Weekly)	\$36.99	Compacts (Nissan Versa Note)	36 MPG	\$29.00	\$159.50	\$653.95
Cost of Gasoline per Gallon	\$ 2.29	Intermediate (Chrysler 200, Corolla)	33 MPG	\$33.00	\$181.50	\$744.15
Mileage Reimbursement Rate	\$ 0.655	Fullsize (Altima)	33 MPG	\$36.00	\$198.00	\$811.80
Rental Car Gas Mileage (MPG)	28	Luxury (MKZ, Impala)	28 MPG	\$84.00	\$462.00	\$1,894.20
		Specialty (Jeep, Convertible)	23 MPG	\$84.00	\$462.00	\$1,894.20
		Hybrid (Prius Hybrid, Nissan LEAF)	40 MPG	\$42.00	\$231.00	\$947.10
		Small SUVs (RAV4, Sante Fe)	22 MPG	\$63.00	\$346.50	\$1,420.65
		Large SUVs (Tahoe, Navigator)	20 MPG	\$84.00	\$462.00	\$1,894.20
		Small Pick-Up (Nissan Frontier)	21 MPG	\$84.00	\$462.00	\$1,894.20
		Trucks (Silverado, Ram 1500 Quad Ca	25 MPG	\$106.00	\$583.00	\$2,390.30
		Minivans (Grand Caravan, Sienna)	22 MPG	\$58.00	\$319.00	\$1,307.90
		12-Passenger Van (Ford & Chevys)	14 MPG	\$79.00	\$434.50	\$1,781.45
		Enterprise/National Rates				
		Vehicle Selection	MPGs	Daily	Weekly	Monthly
		Compacts (Nissan Versa Note)	36 MPG	\$31.30	\$156.51	\$626.05
		Intermediate (Chrysler 200, Corolla)	33 MPG	\$32.71	\$159.60	\$638.40
		Fullsize (Altima)	33 MPG	\$35.79	\$178.94	\$715.78
		Luxury (MKZ, Impala)	28 MPG	\$59.30	\$296.48	\$1,185.93
		Specialty (Jeep, Convertible)	23 MPG	\$69.70	\$348.50	\$1,394.00
		Hybrid (Prius Hybrid, Nissan LEAF)	40 MPG	\$47.37	\$236.85	\$947.40
		Small SUVs (RAV4, Sante Fe)	22 MPG	\$54.77	\$273.85	\$1,095.39
		Large SUVs (Tahoe, Navigator)	20 MPG	\$84.63	\$423.15	\$1,692.61
		Small Pick-Up (Nissan Frontier)	21 MPG	\$48.89	\$244.46	\$963.40
		Trucks (Silverado, Ram 1500 Quad Ca	25 MPG	\$53.05	\$265.27	\$1,061.08
		Minivans (Grand Caravan, Sienna)	22 MPG	\$53.72	\$268.62	\$1,074.48
		12-Passenger Van (Ford & Chevys)	14 MPG	\$100.91	\$504.56	\$2,018.23

Calculated Results	
Own Car Cost	
Mileage	\$ 573.78
Rental Car Cost	
Rental	\$ 147.96
Refueling	71.64
Total	\$ 219.60
Fleet Management Division	
Enter selected vehicle cost below:	\$ 50.00

FMD Rates*	
Vehicle	Daily Rate
Toyota Rav4	\$65.00
Jeep Patriot	\$55.00
Dodge Caravan	\$55.00
Dodge Charger	\$55.00
Ford Fusion	\$45.00
Chevy Impala	\$65.00

[WV Gas Prices](#)

Revised January 1, 2023
Updated January 1, 2023

Policy: **Travel Request Processing**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 7 of 15

5.2 Non-commercial Aircraft Service

Prior to using a state-owned or private aircraft service, the Aviation Division must be contacted regarding proper policies, procedures, and instructions to be followed.

5.3 Ground Transportation

- A. Employees may use a state-owned vehicle, privately-owned vehicle, or a commercial rental vehicle for ground transportation. The availability and use of a state-owned vehicle will be determined by the Division or District designee.
- B. Employees must possess a valid operator's license if operating a vehicle. The employee is personally responsible for any fines or penalties resulting from citations, charges, or warrants attributable to operator negligence. Such fines or penalties will not be reimbursed.
- C. In cases where an employee chooses to drive rather than fly while on business, reimbursement will be based on actual in-transit expenses (mileage, hotels, parking, meals, etc.), **not to exceed** the lowest available commercial airfare plus local transportation to and from the airport, and parking is applicable.

5.4 Privately-Owned Vehicles

- A. Privately-owned vehicles may be used for state travel with advance approval when agency-owned or leased vehicles are unavailable (see DOT policy 1.5). It is preferable that employees utilize agency vehicles when available. Privately-owned vehicles should not be used when the reimbursement expenses are expected to exceed \$50.00 per day or mileage reimbursement is expected to cost more than the cost of commercial travel (air, rental car, etc.).
- B. Receipts are not required for mileage reimbursement when using privately-owned vehicles; however, a comparison **must** be made between using a commercial rental vehicle and a privately-owned vehicle.
- C. Employees using and requesting reimbursement for a privately-owned vehicle will be required to submit form DOT-55P, Request for Personal Vehicle Use. The employee must complete the cost comparison, using the calculator, and submit that cost comparison with the travel expense reimbursement request, unless there are extenuating circumstances requiring the use of a privately-owned vehicle. Extenuating circumstances requiring the use of a privately-owned vehicle must be documented and be acceptable to the State Auditor's audit staff. The employee will be reimbursed the lesser of rental vehicle or mileage. When the rental car amount is less than paying mileage, the employee must claim the amount from the calculator and note on the travel expense settlement form "claiming less per calculator".

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 8 of 15

Example:

An employee must attend a one (1) day meeting in Wheeling, West Virginia. The total (round trip) mileage is 356 miles. Utilizing the Vehicle Rental versus Reimbursement Calculator, the calculated cost for this trip is shown as:

Privately owned vehicle: \$163.75
Rental car: \$94.43

The employee will be reimbursed the lesser amount of \$94.43.

Extenuating circumstances requiring the use of a privately-owned vehicle may be approved for mileage reimbursement without using the calculator comparison; but these instances must be documented to explain why it was necessary for the employee to use a privately-owned vehicle in lieu of consideration to use a rental vehicle.

Example:

**West Virginia Purchasing Division's
Vehicle Rental versus Reimbursement Calculator**

Input Variables	
Total Miles to be Traveled	250
Total Days in Trip	2
Car Rental Rate (Daily, Weekly)	\$36.99
Cost of Gasoline per Gallon	\$ 2.29
Mileage Reimbursement Rate	\$ 0.655
Rental Car Gas Mileage (MPG)	28

Input variables here

Calculated Results	
Own Car Cost	
Mileage	\$ 163.75
Rental Car Cost	
Rental	\$ 73.98
Refueling	20.45
Total	\$ 94.43
Fleet Management Division	
Enter selected vehicle cost below:	\$ 50.00

Which is most cost effectively?

Vehicle Data Reference Chart		
Hertz Rates		
Vehicle Selection	MPGs	Daily
Compacts (Nissan Versa Note)	36 MPG	\$29.00
Intermediate (Chrysler 200, Corolla)	33 MPG	\$33.00
Fullsize (Altima)	33 MPG	\$36.00
Luxury (MKZ, Impala)	28 MPG	\$84.00
Specialty (Jeep, Convertible)	23 MPG	\$84.00
Hybrid (Prius Hybrid, Nissan LEAF)	40 MPG	\$42.00
Small SUVs (RAV4, Sante Fe)	22 MPG	\$63.00
Large SUVs (Tahoe, Navigator)	20 MPG	\$84.00
Small Pick-Up (Nissan Frontier)	21 MPG	\$84.00
Trucks (Silverado, Ram 1500 Quad Cal	25 MPG	\$106.00
Minivans (Grand Caravan, Sienna)	22 MPG	\$58.00
12-Passenger Van (Ford & Chevys)	14 MPG	\$79.00

Enterprise/National Rates		
Vehicle Selection	MPGs	Daily
Compacts (Nissan Versa Note)	36 MPG	\$31.30
Intermediate (Chrysler 200, Corolla)	33 MPG	\$32.71
Fullsize (Altima)	33 MPG	\$35.79
Luxury (MKZ, Impala)	28 MPG	\$59.30
Specialty (Jeep, Convertible)	23 MPG	\$69.70
Hybrid (Prius Hybrid, Nissan LEAF)	40 MPG	\$47.37
Small SUVs (RAV4, Sante Fe)	22 MPG	\$54.77
Large SUVs (Tahoe, Navigator)	20 MPG	\$84.63
Small Pick-Up (Nissan Frontier)	21 MPG	\$48.89
Trucks (Silverado, Ram 1500 Quad Cal	25 MPG	\$53.05
Minivans (Grand Caravan, Sienna)	22 MPG	\$53.72
12-Passenger Van (Ford & Chevys)	14 MPG	\$100.91

[WV Gas Prices](#)

Revised January 1, 2023
Updated January 1, 2023

FMD Rates*	
Vehicle	Daily Rate
Toyota Rav4	\$65.00
Jeep Patriot	\$55.00
Dodge Caravan	\$55.00
Dodge Charger	\$55.00
Ford Fusion	\$45.00
Chevy Impala	\$65.00

Terms of use: The purpose of the Mileage Calculator is to facilitate comparison and discussion. It is not a verified decision-support system and may not always yield accurate results.

Policy: **Travel Request Processing**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 9 of 15

5.5 Commercial Rental Vehicles

- A. A commercial rental vehicle should be used when a temporary need arises, a state vehicle is unavailable, and the expense will be less than the reimbursement associated with a privately-owned vehicle. NOTE: The WVDOT intranet has a mileage calculator which allows employees to compare the expense of current contracted rental vehicles with the current expense of operating a privately-owned vehicle.
- B. Only the state employee renting the vehicle is permitted to operate the vehicle. If state employees are traveling together, it must be noted on the rental agreement if they will be operating the vehicle
- C. Rental of commercial vehicles made outside of the state-wide contract will require authorization from the Travel Management Office, prior to reimbursement for such rentals. Employees should only resort to using non-contract vehicle rental services in the following situations:
 - 1. The contract rental vendor(s) does not have a rental service location in the specific area.
 - 2. The contract rental vendor(s) cannot supply the appropriate vehicle at the time needed or for the duration needed.

The employee must note the applicable exception(s) on their travel expense settlement.

- D. Reimbursement will be made at the actual cost for the daily rental fee for a mid-size, standard, or smaller vehicle, plus mileage fees and fuel costs. For travel of multiple days, the weekly rental rate may be reimbursed, if that results in a lower total cost than the daily rate.
- E. Reimbursement may be made for full-size vehicles if more than three (3) people are traveling together on business and for larger vehicles if a group of five or more is traveling together.
- F. The Purchase Card should be utilized for the payment of commercial vehicle rentals. The Purchase Card provides collision damage insurance at no cost, for rental periods of up to 31 days. The statewide vehicle rental contract may provide collision damage insurance for vehicle types excluded by the Purchasing Card Program. Please refer to the current rental contract(s).
- G. The Purchase Card Program does not provide insurance, coverage for the rental of trucks, campers, off-road vehicles, trailers, motorized bikes, motorcycles, motorized scooters, antique cars, high value, special interest, and exotic cars, or vans that seat more than eight (8) occupants.
- H. No other insurance or insurance-like product is reimbursable for rental vehicles used in the United States unless required by law. Full coverage

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 10 of 15

insurance is a reimbursable expense for any approved rental vehicle used outside the United States.

- I. Third party internet sites service fees for commercial vehicle **rentals will not be reimbursed.**
- J. Receipts are required for reimbursement of commercial vehicle rental, mileage charges, or fees. Reimbursement may be made for actual fuel expenses, providing receipts are obtained and attached to the travel expense settlement. Employees must return rental vehicles with a full tank of fuel. Refueling expenses charged by commercial vehicle rental vendors are **not** reimbursable unless it is at a lower rate.

5.6 Other Ground Transportation

A. Rail Service

- 1. Employees using a rail service must make advanced bookings through the contracted travel services vendor and use the least expensive logical fare via the most direct route or other reasonable routes that result in a lower fare.
- 2. Receipts are required for reimbursement of rail service expenses.

B. Miscellaneous Ground Transportation

- 1. When courtesy transportation is provided by a hotel, motel, or other service facilities, the employee is encouraged to use such a service.
- 2. Employees may be reimbursed for taxi, bus, and other forms of transportation. Receipts are not required if under the \$75 limit authorized by the Travel Management Office unless the Purchase Card is used to make these payments.

6.0 LODGING

All allowable reimbursement for lodging includes the actual expense for overnight accommodation and all applicable taxes and surcharges.

- 6.1 Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Employees may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Requests for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem following travel may be granted subject to agency approval and justification.

NOTE: Prescribed Maximum Per Diem Rates for GSA which allows the employee to view the maximum per diem rates for lodging (by State and City) as established by the federal government can be found at the following link: www.state.wv.us/admin/purchase/travel.

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 11 of 15

- 6.2 Employees must secure the lowest rate available at a reasonably priced facility. Certain hotels and motels offer special reduced rates to state employees. Employees **must** be aware of the maximum per diem rates for the area they are traveling and secure lodging arrangements that comply with these maximums.
- 6.3 Sales tax is to be paid if the lodging facility is located **outside** the State of West Virginia. When using the Purchasing Card for travel, purchases made with this card for in-state travel are **exempt** from any form of taxation.
- 6.4 All lodging folios which were **not** paid with the State Purchasing Card or direct billed lodging methods must have the following notation written on the folio prior to processing the travel reimbursement request: **“Reimburse Traveler”**.
- 6.5 Multiple occupancy reimbursements may be claimed fully by one (1) employee with no claim filed by the other employee, or each employee may be reimbursed at equal percentages of the total actual cost for accommodations.
- 6.6 If an increase in the lodging charge is incurred, the change is reimbursable if the employee is directed by the appropriate spending officer to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the employee's failure to notify the facility will be considered the personal expense of the employee.
- 6.7 Under no circumstances should a hotel be booked through a third-party vendor (i.e., Hotels.com, Travelocity, Expedia, etc.). Third party vendors are unable to provide an invoice or folio for reimbursement and charge service fees that are not reimbursable.
- 6.8 Receipts are required for lodging reimbursement. An invoice or folio, with a zero-balance due and signed by the employee, shall be the official document utilized for reimbursement to the employee.

7.0 MEALS

State employees will be reimbursed for the cost of meals when there is overnight lodging associated with business travel.

- 7.1 Meal reimbursement is based on the temporary duty location not to exceed the maximum per diem established by the federal government. If a percentage of the maximum daily rate is used, the employee may round the calculated amount up to the next whole dollar. Meal reimbursement is allowed when lodging is listed as “gratis” or “no charge.” Alcohol and entertainment expenses are specifically excluded.
 - A. Exceptions may be granted to the established rates when authorized by the WVDOT Business Manager's Office. If reimbursement is made in excess of federal government rates, receipts are required, and the WVDOT Business Manager's Office must approve and justify the expenses.

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 12 of 15

- B. When meals are provided for the employee, the employee's maximum daily rate shall be reduced by the appropriate amount. Current rates and an example of the per diem meal breakdown may be found at www.state.wv.us/admin/purchase/travel.
- C. Meal and incidental rates differ by travel location. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, steward or stewardesses, and others on ships, and hotel servants; transportation between places of lodging or business, and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing cost associated with filing travel vouchers and payment of government charge card billings.
- D. On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount.
- E. Meal expenses for single day travel are not reimbursable. Single day travel is travel without an overnight stay and will not qualify an employee as being away from home for purposes of receiving non-taxable meal reimbursement. If single day travel is over 12 hours in that day, meals are reimbursable but are taxable. Contact Payroll in Human Resources Division for OTEDED deduction code. Expense account form must include start and end time.

8.0 REGISTRATION FEES

Fees or expenses for attendance at conferences, meetings, seminars, or workshops, as well as event-related materials, are reimbursable.

- 8.1 Employees must verify the payment methods with the conference prior to attending. Reimbursements for registration fees at meetings or conferences must be supported by a receipt. Registration fees should be paid using the Purchase Card where possible.
- 8.2 Reimbursement for meals and lodging is disallowed where the food or lodging is included in registration fees.
- 8.3 If a cancellation charge is incurred, the charge is reimbursable if the employee is directed by the appropriate spending office to change his or her travel plans, or if other extenuating circumstances arise. Charges incurred due to the failure of the employee to notify the event sponsor will be considered a personal expense.

9.0 OTHER EXPENSES

Employees may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate.

Policy: **Travel Request Processing**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 13 of 15

- 9.1 Such expenses and reimbursement may include, but are not limited to:
- A. baggage storage between appointments and between hotels and meeting places;
 - B. tolls, garage, and parking fees – excluding valet parking for personal convenience;
 - C. communication expenses, such as local calls which may include a surcharge; long distance calls which may include toll charges and surcharges; surcharges for long distance calls when the toll charges are direct billed;
 - D. currency conversion;
 - E. guides, interpreters, and visa fees; and
 - F. laundry and dry cleaning when an employee is in travel status in excess of seven (7) days without returning home.
- 9.2 Non-reimbursable travel related expenses include the cost of passports and personal flight or baggage insurance. Exceptions must be approved by the spending officer.
- 9.3 Receipts are required for an individual expenditure in excess of \$75.00. Receipts are required for all (regardless of value) airline baggage checks. The spending officer may require any or all receipts at their option as a means of cost control.

10.0 PURCHASE CARD PAYMENT FOR BUSINESS TRAVEL

- 10.1 The Purchase Card must be used for the payment of business travel expenses.
- A. Travel expenses shall not include food expenses or any personal expenses on hotel folios such as room service or movie expenses. Proper documentation must be provided for any billing (i.e., hotel folios) relating to multiple employees.
 - B. Except where otherwise exempted by statute, policy, or waiver from the State Auditor's Office Purchasing Card Division, the Purchasing Card may not be used to obtain cash, cash credits, or cash advances.

11.0 RELEVANT MATERIALS/DOCUMENTS (or REFERENCES)

- 11.1 [BF-1](#) Travel Expense Settlement Checklist
- 11.2 [BF-30](#) Official Station Assignment

Policy: **Travel Request Processing**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

Issue Date: 09/01/2010

Revised: 01/10/2025

Page 14 of 15

- 11.3 [BF-30A](#) Official Station Assignment Log
- 11.4 [DOT-49](#) Out of State Travel Request
- 11.5 [DOT Policy 1.5](#) Personal Vehicle Use in Performance of Official Business
- 11.6 [State Travel Management Website](#)
- 11.7 [State Travel Policy](#)
- 11.8 [TravelExpense07](#) Travel Expense Account Settlement
- 11.9 [Vehicle Rental vs. Reimbursement Calculator](#)

12.0 CHANGE LOG

December 5, 2022 –

- Updated formatting.
- Removed repeated outdated state travel rule.
- Replaced with link and reference to current rule.

January 10, 2025 –

- Revised and updated format.
- Updated position titles.
- Updated forms and examples.

Policy: Travel Request Processing

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 1.4

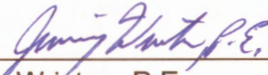
Issue Date: 09/01/2010

Revised: 01/10/2025

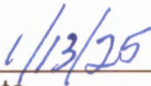
Page 16 of 16

Effective Date of Policy: 01/10/2025

Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.