



WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES AGENCY POLICY STATEMENT

SUBJECT: Employee Travel

INDEX NUMBER: 348.00

EFFECTIVE DATE: May 9, 2025

PURPOSE: To establish and maintain a process whereby all travel conducted by employees of the Division of Administrative Services, hereinafter the “Division,” is requested, reviewed, approved, and reimbursed in accordance with appropriate state law, rule, and policy.

REFERENCE: West Virginia Code §15A-2-1, et seq, §12-32-11, and State of West Virginia Travel Rule, Department of Administration, Title 148.

RESPONSIBILITY: The Assistant Director – Assets, Fleet and Purchasing Section is designated as the Division’s Travel Coordinator and is responsible to enact, if deemed necessary, supplementary staff notice(s) related to this policy statement.

CANCELLATION: Any previous written or verbal instruction on this subject.

APPLICABILITY: All employees. This Policy Statement is available for general distribution and is not exempt from Freedom of Information Act requests.

DEFINITIONS: Definitions of terms relevant to employee travel shall be those found in the State of West Virginia Travel Rule, Department of Administration, Title 148 which may be found on the website of the State Travel Management Office (West Virginia Purchasing Division.)

POLICY:

- I. Travel by Division employees and anyone authorized to be reimbursed travel expenses by or on behalf of the State of West Virginia, including all in-state, out-of-state, and international travel shall be governed by this policy and the State of West Virginia Travel Rule, Department of Administration, Title 148.
- II. **Forms:** All forms used to request travel approval and expense reimbursement shall be those specified by the State Travel Management Office and are available on their website.
- III. **Duty Station:** The Director shall designate, in writing, the duty station for each employee of the Division. See Attachment #1.

IV. In-State Travel:

- A. Non-reimbursable (without the need for overnight lodging or other expense reimbursements) day trip in-state travel, wherein the employee departs from and returns to their duty station location shall be scheduled and approved by the employee's unit manager.
- B. Reimbursable in-state travel, wherein the employee is provided with overnight lodging and per diem shall be reviewed and approved in advance by the employee's Assistant Director. However, the Director has the authority to rescind any travel approval previously approved by the employee's Unit Manager or Assistant Director.

V. Out-of-State and International Travel:

- A. All out-of-state travel must be reviewed and approved in advance by the Division's Director or designee.
- B. All international travel must be reviewed and approved in advance by the Division's Director, the Department Cabinet Secretary, and the Office of the Governor.


VI. Availability of Funds: All travel is subject to the availability of funds. Sound judgment will be used in determining the appropriateness of lodging locations and modes of travel. The employee submitting a travel request is responsible to have the Fiscal Operations Section, or the appropriate grant fiscal unit, verify the availability of funds prior to submitting the request to the appropriate Assistant Director, Deputy Director, or the Director for review and approval.

VII. Reservations, etc.: The Division's Purchasing Section is responsible to coordinate reservations and other travel arrangements on behalf of employees using the appropriate payment method.

VIII. Employee's Responsibilities: Each employee is responsible to comply with all applicable law, rule, and policy governing work-related travel, for example:

- A. Read West Virginia Travel Rule, Department of Administration, Title 148 which may be found on the website of the State Travel Management Office (West Virginia Purchasing Division) and comply with its provisions. This rule is also known as the "State Travel Policy." The Travel Management website contains additional travel-related information, for example: state mileage reimbursement rate, per diem and lodging rates, and rental vehicle information (including rental vehicles available from Fleet Management Division's Capitol Motor Pool.)
- B. Seek appropriate advance approval for all travel from their Assistant Director, the Deputy Director, or Director. Refer also to Section VI Availability of Funds.

- C. Comply with rules governing use of a state vehicle or personal vehicle for work related travel.
 - D. Use appropriate forms specified by the State Travel Management Office and as available on their website.
 - E. Submit all forms in a timely manner. Forms for travel expense reimbursements shall be submitted within seven (7) business days after completion of travel.
 - F. When traveling on state business bear in mind that the Division expects its employees to conduct themselves in such a manner that their activities both on and off duty will not discredit either themselves, other employees, or the Division; conduct themselves in a manner that creates and maintains respect for the Division and the State of West Virginia; and avoid any action which might result in, or create the appearance of, affecting adversely the confidence of the public in the integrity of the Division or the State of West Virginia.
- IX. **Delegation of Director's Authority:** Whenever the Director is not available to perform assigned duties, a Deputy Director is hereby delegated the Director's authority to review and sign all travel management documents.

APPROVED SIGNATURE:  5/9/2025

Tina Desmond, Director Date



ROBERT CUNNINGHAM
CABINET SECRETARY

State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street
Charleston, WV 25301
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TINA DESMOND
DIRECTOR

Attachment #1 Agency Policy Statement 348.00

TO: All Division of Administrative Services Employees

From: Tina Desmond, Director

Date: May 9, 2025

Re: Designation of Duty Station

In compliance with the State of West Virginia Travel Rule, Department of Administration, Title 148, unless otherwise designated in writing by the Director, the duty station for all Division of Administrative Services employees is:

Division of Administrative Services
1124 Smith Street
Charleston
Kanawha County
West Virginia, 25301