

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION I, CHAPTER 3

SECTION TITLE: GENERAL
CHAPTER TITLE: OFFICIAL STATION ASSIGNMENT

Effective: 7/1/2005

During the course of employment with the Division of Highways, some employees may be required to travel regularly and some at random. In order to determine when travel reimbursement is justified, the Official Station Assignment of each employee required to travel must be established.

This procedure outlines the utilization of Form BF-30 (Official Station Assignment) and Form BF-30A (Official Station Assignment Log) as a means of verifying travel expenditures claimed by DOH employees.

An employee's Official Station Assignment is normally the employee's DOH Home Organization address. However, if an employee is permanently assigned or assigned for long periods (more than a month) to work away from their home organization, then the employee's Official Station should be the DOH facility (or closest facility) of the assigned work. For employees that continuously travel statewide, the Official Station should be their DOH Home Organization. For employees that continuously travel district-wide, the Official Station should be the district headquarters. The Official Station may not be the employee's residence. The Commissioner of Highways must approve any other assignment.

Each Division Director, District Engineer, or their designee, will complete a Form BF-30 (Official Station Assignment) for each travel-oriented employee. (See the "Forms" section, at the end of this volume, for BF-30 and BF-30A displays and completion instructions).

An Official Station Assignment Log (Form BF-30A) will be completed, on which will be entered the information from each individual's BF-30 in the Division or District. A copy of this Log, listing each travel-oriented employee, is to be filed in Transportation Finance Division at the beginning of each year (January 1). If a change in Official Station Assignment of an employee occurs during the year, a memo must be submitted to Finance within fifteen days after the change, requesting that the Official Station Assignment Log (Form BF-30A) be updated to reflect this change.

The Official Station Assignment (Form BF-30) is to be completed for each employee of the Division of Highways who might be called upon to travel during the course of employment. This form will be completed along with the required forms for placing a new travel-oriented employee on the payroll, and will be added to the file of all existing travel-oriented employees. These Official Station Assignment Forms will be kept in each Division or District office and will be entered on the Official Station Assignment Log (Form BF-30A).

At the beginning of each year (January 1), the Official Station Assignment Log (Form BF-30A) will be completed in each Division or District. The original copy of this Log will be transmitted to Transportation Finance Division and a copy will be kept in the District/Division office file, along with the individual Forms BF-30. If a change in Official Station Assignment of a travel-oriented employee occurs during the year, a memo must be submitted to Finance within fifteen days after the change, requesting that the Official Station Assignment Log (Form BF-30A) be updated to reflect this change.

Verification of compliance with this procedure will be included in the regular audit as performed by Transportation Auditing Division.