



West Virginia Department of Transportation Policy: **Hospitality**

Issued by the Secretary of Transportation

Policy No: DOT 1.13

Issue Date: 09/06/2022

Revised: 09/23/2022

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1.0 PURPOSE

The purpose of this policy is to provide for the proper use of hospitality funds as authorized by the Secretary of the West Virginia Department of Transportation (WVDOT).

2.0 SCOPE

This policy applies to all agencies of the WVDOT except the Parkways Authority.

3.0 DEFINITIONS

- 3.1 Agency: means any authority, bureau, commission, or Division or similar cabinet subpart of the WVDOT.
- 3.2 Agency Head: means the chief executive officer of an agency.
- 3.3 Department or DOT: means the Department of Transportation.
- 3.4 District Manager: means the administrative head of the District regardless of whether the person is an engineer or another classification.
- 3.5 Division Director: means the administrative head of a WVDOT Division.
- 3.6 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.
- 3.7 Guests: are agency employees, from work locations other than the county location of the meeting or event, who are gathering as a unit to conduct state business. Guests may also include non-agency employees provided those guests are contributors to business matters.
- 3.8 Hospitality expenses: are defined as guest expenses for a specific event, function, or meeting related to conducting state business. Hospitality expenses are not intended for staff meetings or other functions where attendees are basically comprised of the hosting organization's staff. Hospitality expenses include food, beverages, facility rentals, audio-visual rentals, and entertainment for a specific function.

4.0 PROCEDURES

- 4.1 A Request for Hospitality Form ([TMO 3](#)) must be approved and signed by the appropriate Agency Head, District Manager or Division Director. For conferences or other similar events, requests must be made at least 30 days prior to the requested event. Requests for a full day event such as meetings to conduct state business, should be made at least 14 days prior to the event.

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- 4.2 Agency Heads, District Managers, and Division Directors may approve hospitality expenses up to \$300 per meeting or event, using the guidelines established in this policy.
- 4.3 All hospitality expenses exceeding \$300 must be pre-approved by the WVDOT Business Manager. The approved TMO 3 form must be retained with the hospitality invoices and if paid via purchase card, must be retained for a period of three (3) years, or until an audit is performed.
- 4.4 Food and beverage items are generally the greatest hospitality expense and causes the most questions. Breaks, for actual attendees, should be limited to light refreshments such as drinks and snack items. The following is additional guidance to be followed:

Event Duration	Breaks Allowed	DOT Provider	Outside Provider	Lunch Provided
Less than four (4) hours	1	\$3.00 per attendee	\$5.00 per attendee	No
Four (4) hours or more	2	\$5.00 per attendee	\$7.00 per attendee	*Approval Required

*Lunch for full day events must have prior approval from the WVDOT Business Manager and must be in line with current per diem rates. These can be found at <https://www.gsa.gov/> and click "Per Diem Lookup." Lunch approval will be very limited and must be submitted 14 days in advance of the event. No contractual arrangements are to be made until approved in writing by the WVDOT Business Manager.

At the discretion of the WVDOT Business Manager, exceptions to the above guidance can be approved on an individual basis. Such requests for exception must be presented to the WVDOT Business Manager for review and approval 14 prior to the event or 30 days in advance of the meeting or event if the hospitality requested is more than lunch and two breaks.

5.0 EFFECTIVE DATE

This policy will go into effect for new hospitality requests for events occurring on or after November 1, 2022. This will include hospitality requests submitted on or after October 1, 2022, as requests for hospitality should be made either 14 or 30 days in advance of the event depending on the type of event. All requests that are being processed or have been approved prior to the effective date, will continue to use the rates in effect at the time of the request.

6.0 ENFORCEMENT & AUTHORITY

- 6.1 Any violation of this policy may result in the denial of future hospitality requests for a period of six (6) months.

7.0 RELEVANT MATERIALS/DOCUMENTS

- 7.1 Form [TMO 3](#) Request for Hospitality Service.
- 7.2 www.gsa.gov U.S. General Services Administration – Per Diem Look-Up.

8.0 CHANGE LOG

September 6, 2022 –

- Original Policy issued September 6, 2022.

September 23, 2022 –

- Added Section 6.0 Enforcement & Authority
- Changed Section 4.1 and 4.4 to revise approval notice
- Changed Section 5.0 to revise approval notice

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Effective Date of Policy: 09/23/2022

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.