



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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March 17, 2017

TO: Agency Directors and Policy Manual Users

FROM: Brian Tinney, Assistant Director
Accounting Division

SUBJECT: SAAM Technical Correction

We have revised Subsection 10.90 Travel Rates of the *State Administrative and Accounting Manual* (SAAM) effective January 1, 2017.

In Subsection 10.90.20, we decreased the mileage reimbursement rates for privately owned aircraft from \$1.17 to \$1.15 and privately owned motorcycle from \$0.51 to \$0.505 to reflect the revised General Services Administration (GSA) rates. Historically, the state privately owned aircraft and motorcycle reimbursement rates have not exceeded the GSA rates.

In addition, we made minor technical corrections to the following Subsections:

Subsections 85.52.30.b and 85.52.40.b, we updated language related to the Local Government Investment Pool and External Investment Pools due to the implementation of GASB 79.

Subsection 85.80.10.b, we removed an illustrative reference.

Subsections 40.10.50, 40.30.10, 40.30.30, 85.36.20, and 85.50.50, as well as the SAAM Glossary, we replaced all references to stored value cards with prepaid debit cards.

Subsection 40.30.30.d and 85.36.20, we added clarifying language to the uses of Gift Cards, the State Charge Card system, and the Vehicle Fleet Credit Card sections.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at:

www.ofm.wa.gov/resources/default.asp.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at:

<http://www.ofm.wa.gov/policy/replacement-pages.asp>.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>.