



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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December 21, 2000

OFM DIRECTIVE 00A-08

TO: Agency Directors and Policy Manual Users

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

**SUBJECT: REVISION OF TRAVEL REGULATIONS – MILEAGE RATE FOR
PRIVATE OWNED VEHICLES**

We have revised Subsection 10.90.10 of the *State Administrative & Accounting Manual* (SAAM). This change becomes effective January 1, 2001, and adopts the rate for privately owned vehicles set by the United States Treasury Department as allowed by RCW 43.03.060.

- **Subsection 10.90.10** (<http://www.ofm.wa.gov/policy/10.90.htm>) – **Reimbursement rates can be found on Schedules A, B, and C.** The revised Schedule A reflects the new reimbursement rate for mileage as follows:

<u>Vehicle</u>	<u>Old Rate/Mile</u>	<u>New Rate/Mile</u>
Privately Owned Vehicles	\$.325	\$.345

Files containing a color copy of the state of Washington per diem map and a listing of the 150% exceptions to the maximum lodging rates (Schedule B), are now on the Office of Financial Management's Administrative and Accounting Resources web site at <http://www.ofm.wa.gov/policy/resource.htm>.

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.

All Office of Financial Management directives and policies are available on our web site at <http://www.ofm.wa.gov/policies.htm>. We encourage you to use the on-line version of SAAM, as it includes all technical corrections made between formal policy updates which are published under directives. The superseded policies and additional resources are also available on our Administrative and Accounting Resources web site at <http://www.ofm.wa.gov/policy/resource.htm>.

Questions regarding manual content and proper interpretation should be directed to the Office of Financial Management Accounting Consultant assigned to your agency.

Attachments

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