



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 20, 2001

**OFM DIRECTIVE 01A-04**

**TO:** Agency Directors and Policy Manual Holders

**FROM:** Sadie Rodriguez-Hawkins, Assistant Director  
Accounting Division

**SUBJECT: REVISIONS TO CHAPTER 10: TRAVEL AND CHAPTER 70:  
OTHER ADMINISTRATIVE REGULATIONS**

We have revised certain provisions of Chapter 10: Travel and Chapter 70: Other Administrative Regulations of Washington's *State Administrative and Accounting Manual* (SAAM). These revisions are effective October 1, 2001. Revisions include the adoption of the annual update to lodging and subsistence rates by the Federal General Services Administration (GSA). These rates are incorporated into the state travel policy at SAAM Section 10.10.90 via a reference to the GSA web site at <http://www.gsa.gov/travel.htm>. Other revisions are primarily of a clarification nature and are listed below:

**Chapter 10 Travel**

- **Subsection 10.10.45 - Use the State Travel Charge Card System, when required, to purchase travel.** Clearly identified the three separate components of the State Travel Charge Card System.
- **Subsection 10.20.10 – What types of travel costs are eligible for reimbursement?** The meals definition was changed. The lodging and meals component for outside the Continental United States now includes laundry and dry cleaning costs.
- **Subsection 10.20.60 – Agencies need to develop policies for non-state reimbursement of state travel.** Consideration of ethical issues was added.
- **Subsection 10.30.60 – How to purchase lodging accommodations.** Clarification of the component of the State Travel Charge Card System used for the purchase of lodging.

- **Subsection 10.50.25 – Restrictions on reimbursement for privately-owned motor vehicle use.** Examples were added of when an employee may not be reimbursed for mileage.
- **Subsection 10.50.45 – How to purchase airfare.** Added clarification of the payment method for airfare purchases in emergency situations.
- **Subsection 10.70.20 – Meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity.** An internal policy requirement was added when Option 1 is selected.
- **Subsection 10.70.30 – Meal and lodging reimbursement for members serving in a rule-making capacity.** An internal policy requirement was added when Option 1 is selected.
- **Subsection 10.90.10 – Reimbursement rates can be found on Schedules A, B and C.** The Internet address to locate counties for all US cities was added.

#### Chapter 70 Other Administrative Regulations

- **Subsection 70.40.25.d – When may an agency permanently assign a motor vehicle?**  
The identification of the IRS publication referenced was changed from Number 535 to 15b.

In addition, Chapter 10 contains other changes not listed above. Each section of Chapter 10 that has been revised contains a “last revised date” of October 1, 2001. Be sure to review each of these sections for changes that may impact your agency.

Please replace the following pages as noted:

Chapter 10	Entire chapter
Chapter 70	Section 40, pages 9-16
Glossary	Pages 39-40

An updated per diem rate map of the state of Washington in black and white or color can be found 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 of the Office of Financial Management (OFM) directives and policies are available on our web site at <http://www.ofm.wa.gov/policies.htm>. We encourage you to use the online version of SAAM, as it includes all technical corrections made between formal policy updates that are published under directives. The superseded policies and additional resources are also available on our Administrative & 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 OFM Accounting Consultant assigned to your agency.