



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 23, 2002

OFM DIRECTIVE 02A-04

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

SUBJECT: REVISIONS TO CHAPTER 10: TRAVEL, CHAPTER 60: MOVING EXPENSES AND CHAPTER 70: OTHER ADMINISTRATIVE REGULATIONS

We have revised certain provisions of Chapter 10: Travel, Chapter 60: Moving Expenses, and Chapter 70: Other Administrative Regulations of Washington's *State Administrative and Accounting Manual* (SAAM). These revisions are effective October 1, 2002. Revisions include an 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 10.90.10 via a reference to the GSA web site at <http://www.gsa.gov/travel.htm>. Other revisions are primarily of a clarification nature and include:

- **Subsection 10.20.20 – What types of travel costs cannot be reimbursed?** In spite of the title, this subsection formerly included travel costs that can be reimbursed in addition to those that cannot. The types of travel costs that cannot be reimbursed remain in this subsection, but the examples of reimbursable privately-owned motor vehicle use were moved to the transportation section (10.50.25.a).
- **10.90.10 – Reimbursement rates.** Changed the title of this section and took out specific references to Schedules A, B, and C. The reimbursement rates for lodging, meals and private vehicle mileage information previously included in Schedule A are now in subsection 10.90.20.

Other changes not listed above are identified with a “last revised date” of October 1, 2002. 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 60	Entire chapter
Chapter 70	Section 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 per diem rates can be accessed from subsection 10.90.10 of the travel policy or by going directly to the GSA website <http://www.gsa.gov/travel.htm>. Schedule B will no longer be provided on the Administrative and Accounting Resources website, so it is very important to use the internet links in the travel policy to access the most recent per diem rates.

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.

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