



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

September 26, 2003

OFM DIRECTIVE 03A-04

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

SUBJECT: REVISIONS TO CHAPTER 10: TRAVEL

We have revised certain provisions of Washington's *State Administrative and Accounting Manual* (SAAM) pertaining to Chapter 10: Travel. These revisions are effective October 1, 2003. Revisions include an update to lodging and subsistence rates by the Federal General Services Administration (GSA).

Please replace Section 10.90 of your manual.

High cost lodging and subsistence rates for locations within the state of Washington can be accessed on the state per diem rate map at <http://www.ofm.wa.gov/policy/resource.htm>.

For Continental U.S.A. locations outside of Washington State, 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>.

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/accounting/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 The superseded policies and additional resources are also available on our Administrative & Accounting Resources web site at 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.

g:\acctdiv\ta\directives\directive03A-04\srh.wj.ak