



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

December 16, 2004

**OFM DIRECTIVE 04A-05**

**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 10.90.20 of the *State Administrative & Accounting Manual* (SAAM). This change becomes effective January 1, 2005, and adopts the rate for privately owned vehicles set by the United States Treasury Department as allowed by RCW 43.03.060.

- **Subsection 10.90.20** (<http://www.ofm.wa.gov/policy/10.90.htm>) – **Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage** have been revised to reflect the new reimbursement rate for mileage as follows:

<u>Vehicle</u>	<u>Old Rate/Mile</u>	<u>New Rate/Mile</u>
Privately Owned Vehicles	\$.375	\$.405

Files containing a color copy of the state of Washington per diem map are 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.

Please replace the Table of Contents, pages 1-4, and 45-47 in Chapter 10 of your manual.

Agency Directors and Policy Manual Holders  
December 16, 2004  
Page 2 of 2

All 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 on-line 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 The superseded policies and additional resources are also available on our Administrative and Accounting Resources web site at 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 OFM Accounting Consultant assigned to your agency.