



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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December 15, 2006

OFM DIRECTIVE 06A-05

TO: Agency Directors and Policy Manual Users

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

**SUBJECT: REVISIONS TO CHAPTER 10: TRAVEL AND CHAPTER 25:
PAYROLL**

We have revised Subsection 10.90.20 of the *State Administrative & Accounting Manual* (SAAM). This change becomes effective **January 1, 2007**, 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** has 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	\$.445	\$.485

Files containing a color copy of the state of Washington per diem map are on the Office of Financial Management's (OFM) Administrative and Accounting Resources web site at <http://www.ofm.wa.gov/resources/travel.asp>.

Additionally, we have revised **Subsection 25.70.30.e, Amounts due to deceased employees** (<http://www.ofm.wa.gov/policy/25.70.htm>). The amount that agencies may pay a successor/claimant when certain conditions are met has been increased to reflect a change in RCW 11.62.010. This change was effective June 7, 2006, the effective date of the statute change.

Please replace Chapter 10, table of contents and pages 45-47, and Chapter 25, table of contents and pages 55-68 in your policy manual.

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.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional resources are also available on our Administrative and Accounting Resources web site at: <http://www.ofm.wa.gov/resources/default.asp>.

Unless noted otherwise, questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at:

<http://www.ofm.wa.gov/accounting/swa/swacontacts.asp>.

Attachments