



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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December 14, 2007

OFM DIRECTIVE 07A-06

TO: Agency Directors and Policy Manual Users

FROM: /s/ 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, 2008**, and adopts the reimbursement rate for privately owned vehicle mileage 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	\$.485	\$.505

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 25.40.10** (<http://www.ofm.wa.gov/policy/25.40.htm>) – **Shared leave** to reflect the provisions of House Bill 2281 which amended RCW 41.04.665. This revision was effective July 22, 2007, the effective date of the statute change. Key changes to the policy include:

- Added the requirement for employees volunteering their services to either a government agency or nonprofit organization to assist in disaster relief efforts in response to a declared federal or state emergency to submit proof that their services were accepted by the government agency or nonprofit organization, and

- Added the requirement that the agency must receive from the affected employee a statement from the employee's doctor verifying that the illness or injury has been resolved prior to returning unused shared leave.

Please replace the following pages in your policy manual:

Chapter 10 Table of contents and pages 45-47
Chapter 25 Table of contents and pages 19-38

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