



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 10, 2009

OFM DIRECTIVE 09A-09

TO: Agency Directors and Policy Manual Users
FROM: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

SUBJECT: Chapter 10 - Travel

We have revised Chapter 10, Travel, of the *State Administrative and Accounting Manual* (SAAM), effective October 1, 2009.

Key changes to the policy include:

Chapter 10: Travel (<http://www.ofm.wa.gov/policy/10.htm>)
(Subsection 10.90.20)

- Revised the maximum lodging and meal rates for several Washington State locations. This is a result of changes adopted by the U.S. General Services Administration.
- In addition, we updated the state Per Diem Rates map to reflect these changes. The map is available on OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.

Questions regarding this revision and proper interpretation of travel policies in Chapter 10 should be directed to Bret Brodersen at (360) 725-0229, bret.brodersen@ofm.wa.gov.

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 All OFM directives, policies, technical corrections, and superseded policies are available at: 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>.

If you are maintaining a hardcopy manual, a link to the replacement pages is available at: <http://www.ofm.wa.gov/policy/replacement-pages.asp>.

Additional resources are also available on our Administrative and Accounting Resources webpage at: www.ofm.wa.gov/resources/default.asp.