



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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May 26, 2010

**OFM DIRECTIVE 10A-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, in Washington's *State Administrative and Accounting Manual* (SAAM). The modifications are effective July 1, 2010, and reflect the restrictions on travel for boards and commissions enacted by Engrossed Second Substitute House Bill (ESSHB) 2617, and additional restrictions for use of private facilities by state agencies.

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

- Modified Subsection 10.10.55 to require agencies to have additional approval for holding meetings in private facilities. For executive branch agencies, additional information and the exemption request form is available on OFM's website at: <http://www.ofm.wa.gov/ExemptionRequests/default.asp>.
- Created new Subsection 10.70.00 to reflect the travel restrictions contained in ESSHB 2617.

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](mailto: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.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at: [www.ofm.wa.gov/resources/default.asp](http://www.ofm.wa.gov/resources/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>.