



STATE OF WASHINGTON

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OFM DIRECTIVE 13A-08

TO: Agency Directors and Policy Manual Users

FROM: /s/ Wendy Jarrett, Assistant Director
Accounting Division

SUBJECT: Chapter 10, Travel; and Chapter 25 Payroll

We have revised several policies in the *State Administrative and Accounting Manual (SAAM)*, effective October 1, 2013.

Key changes to the policies include the following:

Chapter 10 – Travel

(Section 10.50, 10.60, 10.90.20)

- Updated and clarified when business class air common carrier purchases are allowed.
- Added policy language for non-air common carrier travel.
- Added fees charged for internet access required in conjunction with state business travel are reimbursable.
- As a result of changes adopted by the U.S. General Services Administration, updated reimbursement rates for lodging and meals. In addition, we updated the state Per Diem Rates map to reflect this change. The revised map is available on OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/>. Mileage rates for privately owned motorcycle and aircraft were also updated.

Chapter 25 – Payroll

(Section 25.40, 25.60)

- Removed references to Temporary Salary Reduction Leave.
- In Subsection 25.60.40, we added employee health insurance premiums to the disposable earnings calculation for educational loans. The form reflecting this change can be printed from the OFM's Payroll Resources website at: http://www.ofm.wa.gov/resources/payroll/garnish_and_overpymts.asp.

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.

In addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available on OFM's website at: 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.

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>.

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/swacontactsbyagency.asp>.