



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 22, 2015

OFM DIRECTIVE 15A-07

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 10, Travel and Chapter 12, Transportation

We have revised the policies in the *State Administrative and Accounting Manual* (SAAM) as follows.

Chapter 10: Travel

(Subsections 10.30.70, 10.50.65, 10.90.20)

- Updated reimbursement rates for lodging and meals effective **October 1, 2015**, to reflect changes adopted by the U.S. General Services Administration. 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/>.
- Added language to allow reimbursement of actual costs for use of privately-owned vessels under certain circumstances.

Key changes effective **October 9, 2015**, reflecting changes in Engrossed 2nd Substitute Senate Bill 5315:

Chapter 12: Transportation

(entire chapter)

- Eliminated the transportation policy. Transportation policies are now under the authority of the Department of Enterprise Services (DES) Chapter 43.19 RCW. DES is reviewing the policies and may make changes upon the conclusion of its review. DES requests that if you are submitting a vehicle waiver request for the 2015-2017 biennium, please identify it as "Vehicle Waiver Request" in the subject line and send it to mpmail@des.wa.gov.
- Relocated certain policies to Chapter 10 Travel.

Chapter 10: Travel

(Subsections 10.10.10, 10.10.15, 10.20.20, 10.50.20, 10.50.35, 10.60.50)

- Relocated language about payment of citations, tickets and fines from Subsection 12.20.10.
- Relocated language relating to student and volunteer drivers from Subsection 12.40.20.
- Relocated language for state vehicle use of *Good to Go!* passes from Subsection 12.20.70.

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: 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.

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>.