



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 21, 2017

OFM DIRECTIVE 17A-06

TO: Agency Directors and Policy Manual Users

FROM: /s/ Brian Tinney, Assistant Director
Accounting Division

SUBJECT: Chapter 10, Travel and Chapter 75, Uniform Chart of Accounts

We have revised several policies in the *State Administrative and Accounting Manual* (SAAM) effective October 2017.

Key changes to the policies in SAAM include the following:

Chapter 10: Travel

(Subsections 10.90.20)

- Updated reimbursement rates for lodging and meals effective **October 1, 2017**, 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/travel.asp>.

Chapter 75: Uniform Chart of Accounts

(Sections 75.30, 75.65, and 75.70)

Changes effective **October 1, 2017**:

- Added new account: 21F

Changes effective **October 19, 2017**:

- Added eight new accounts: 21R, 21S, 21W, 22E, 22F, 492, 493, and 494.
- Changed account name: 14G
- Abolished accounts: 09N and 14F

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: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