



## Chapter 10 - Travel

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### **10.10 Travel Management Requirements and Restrictions**

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10.10.05	Who must comply with these policies?	June 7, 2012
10.10.10	Agency responsibilities	Jan. 1, 2004
10.10.15	Responsibilities of travelers	July 1, 2000
10.10.20	These criteria must be used for selecting and approving travel	Oct. 1, 2005
10.10.25	Implement alternatives to travel	Jan. 1, 2004
10.10.30	Considerations for placing an employee in travel status	May 1, 1999
10.10.35	Ensure the health and safety of travelers	July 1, 2014
10.10.40	Comply with the Americans with Disabilities Act	July 1, 2000
10.10.45	Use of the State Charge Card system, when required, to purchase travel	Jan. 1, 2012
10.10.50	Prior authorization for travel may be required	July 1, 2011
10.10.55	Scheduling meetings, conferences, conventions and training sessions	July 1, 2011

### **10.20 Travel Reimbursement Principles**

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10.20.10	What types of travel costs are eligible for reimbursement?	Oct. 1, 2002
10.20.20	What types of travel costs cannot be reimbursed?	July 1, 2009
10.20.30	Reimbursement for meals and lodging shall not exceed the maximum allowable per diem rate	July 1, 2000
10.20.40	How travel for the convenience of the traveler affects reimbursement	May 1, 1999
10.20.50	Leave of absence during travel	Oct. 1, 2002
10.20.60	Agencies need to develop policies for non-state reimbursement of state travel	Oct. 1, 2001

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**10.30 Lodging**

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10.30.10	What is the basis for reimbursing lodging costs?	July 1, 2014
10.30.20	Exceptions to the maximum allowable lodging rates	Oct. 1, 2005
10.30.25	Lodging for state employee meetings, conferences, conventions and training sessions	July 1, 2000
10.30.30	What types of lodging costs are reimbursable?	July 1, 2000
10.30.40	Certain lodging costs cannot be reimbursed	July 1, 2000
10.30.50	Lodging expenses for the normal return night may be reimbursed in certain situations	May 1, 1999
10.30.60	How to purchase lodging accommodations	Oct. 1, 2006
10.30.70	Using a travel trailer or camper	May 1, 1999

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**10.40 Meals**

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10.40.10	What is the basis for reimbursing meal costs?	Oct. 1, 2002
10.40.20	Exceptions to the meal allowances	July 1, 2014
10.40.30	What types of costs are included in meal allowances?	Oct. 1, 2002
10.40.40	Certain meal costs cannot be reimbursed	July 1, 2000
10.40.50	When may a traveler be reimbursed for meal costs?	July 1, 2014
10.40.55	Meal reimbursement rate	Oct. 1, 2005
10.40.60	Taxation of meal payments	Oct. 1, 2004

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**10.50 Travel Arrangements and Reimbursements**

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10.50.10	What types of transportation costs are reimbursable?	May 1, 1999
10.50.20	Reimbursement for privately-owned motor vehicle use	Oct. 1, 2001
10.50.25	Restrictions on reimbursement for privately-owned motor vehicle use	Oct. 1, 2007
10.50.35	Restrictions and requirements on rental motor vehicle use	Jan. 1, 2012
10.50.40	Agencies may purchase airline and other common carrier tickets in advance under certain conditions	Jan. 1, 2012
10.50.45	How to make air travel arrangements	Jan. 1, 2012

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10.50.50	Airline contracts and limitations on reimbursement	Oct. 1, 2013
10.50.55	Criteria and limitations for airport selection	May 1, 1999
10.50.65	Limitations on reimbursement for non-air common carrier costs	Oct. 1, 2013
10.50.70	How changes in itinerary affect reimbursement	Oct. 1, 2002
10.50.75	May the traveler purchase airfare from personal financial resources?	Jan. 1, 2004
10.50.80	Refunds for unused transportation services	Jan.1, 2004

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**10.60**      **Miscellaneous Travel Expenses**

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10.60.10	What types of miscellaneous travel costs are reimbursable?	July. 1, 2014
10.60.20	Bill expenses greater than \$50 to the agency whenever possible	May 1, 1999
10.60.30	Costs for personal care attendant services may be reimbursed	May 1, 1999
10.60.40	Charges by airlines on international flights	July 1, 2011

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**10.70**      **Boards, Commissions, or Committees**

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10.70.00	Travel restricted	July 1, 2011
10.70.10	Types of boards, commissions, or committees	Jan. 1, 2000
10.70.20	Meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity	July 1, 2011
10.70.30	Meal and lodging reimbursement for members serving in a rule-making capacity	July 1, 2011
10.70.40	May lodging taxes be reimbursed?	July 1, 2011
10.70.50	Exceptions to the meal reimbursement rates	July 1, 2011
10.70.55	Who is authorized to be reimbursed for travel expenses?	July 1, 2011
10.70.60	How should travel expenses other than meals and lodging be reimbursed?	July 1, 2011
10.70.70	Coffee and light refreshments may be served at board, commission, or committee meetings	July 1, 2011

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**Travel**

**10.80      Travel Expense Claims, Payments, Reimbursements  
and Advances**

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10.80.10	What is the purpose of the Travel Expense Voucher?	Jan. 1, 2000
10.80.20	What are the traveler's responsibilities in completing the Travel Expense Voucher?	July. 1, 2014
10.80.30	What are the agency responsibilities in reviewing and paying the Travel Expense Voucher costs?	Oct. 1, 2001
10.80.40	Receipts and documentation required in support of Travel Expense Vouchers	Oct. 1, 2005
10.80.50	Miscellaneous supplies exceeding \$50 should not be included on the Travel Expense Voucher	Jan. 1, 2000
10.80.55	Paying vendors directly for travel costs	July 1, 2000
10.80.60	Travel expense advances	Oct. 1, 2005
10.80.70	Internal Revenue Service regulations affecting travel expenses and travel advances	Jan. 1, 2000

**10.90      Travel Rates**

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10.90.10	Reimbursement rates	Oct. 1, 2004
10.90.20	Reimbursement rates for lodging, meals, and privately owned vehicle mileage	Oct. 1, 2014

10.90.10.d **Lodging and Subsistence Rates for the Non Continental USA and Foreign Locations**

Per Diem allowances for foreign locations, Alaska, Hawaii, and US Possessions are revised monthly and can be accessed online:

- Refer to the U.S. Department of State – Foreign Per Diem Rates website at:  
[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).
- Rates for Alaska, Hawaii, and U.S. possessions follow the foreign rates at: <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>.

Use the outside CONUS, Non-Foreign Overseas, and Foreign query tool. Most of the lodging rates in these tables include all taxes. However, taxes on lodging are separately reimbursable for Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and U.S. possessions.

10.90.10.e State agencies without access to the Internet may contact their OFM Accounting Division Consultant or Travel Policy Consultant to obtain the current rates for Continental USA, Non Continental USA, and Foreign locations.

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**10.90.20**  
October 1, 2014

**Reimbursement rates for lodging, meals, and privately owned vehicle mileage**

The following summary shows the reimbursement rates for lodging, meals, and privately owned vehicle mileage for the Continental USA:

## Reimbursement Rates for Lodging, Meals, and Privately Owned Vehicle Mileage

For the Continental USA - 48 Contiguous States and the District of Columbia

Rates as of October 1, 2014	Notes																																			
<p><b>Maximum Allowable Lodging Rates</b> (see notes for tax treatment)</p> <p><b>Non High-Cost Locations</b> (In State and Out-of-State)</p> <ul style="list-style-type: none"> <li>• Maximum rate = \$83.00 / night plus tax</li> <li>• Exception to maximum rate = \$193.50 / day { (83 + 46) x 150% }</li> </ul> <p><b>High-Cost Locations.</b> For rates for individual high cost locations in the Continental USA, refer to the U.S. General Services Administration website at: <a href="http://www.gsa.gov">www.gsa.gov</a>.</p> <p><b>Seasonal Lodging Rates.</b> For out of state locations, refer to the U.S. General Services Administration website at: <a href="http://www.gsa.gov">www.gsa.gov</a>. For seasonal rate information for Washington state locations, refer to the state Per Diem Rates map on OFM's Travel Resources website at: <a href="http://www.ofm.wa.gov/resources/travel.asp">http://www.ofm.wa.gov/resources/travel.asp</a>.</p>	<p>The reference for the maximum lodging rates is on the U.S. General Services Administration website at: <a href="http://www.gsa.gov">www.gsa.gov</a>. Select U.S. Per Diem Rates by Location (Continental USA) to view rates for the contiguous 48 states (amounts shown <b>are before adding applicable state and local taxes to the reimbursement rates</b>) or <u>Foreign Per Diem Rates</u> (taxes included) to view rates for Alaska, Hawaii, and U.S. possessions.</p>																																			
<p><b>Meal Rates</b> (including taxes and tips and incidental expenses)</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%; text-align: center;"><u>Non High-Cost Locations</u></th> <th style="width: 10%;"></th> <th colspan="4" style="width: 55%; text-align: center;"><u>High-Cost Locations</u></th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td style="text-align: center;">\$11.00</td> <td style="text-align: center;">\$13.00</td> <td style="text-align: center;">\$14.00</td> <td style="text-align: center;">\$15.00</td> <td style="text-align: center;">\$16.00*</td> <td style="text-align: center;">\$18.00</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">14.00</td> <td style="text-align: center;">15.00</td> <td style="text-align: center;">17.00</td> <td style="text-align: center;">18.00</td> <td style="text-align: center;">20.00</td> <td style="text-align: center;">21.00</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;"><u>21.00</u></td> <td style="text-align: center;"><u>23.00</u></td> <td style="text-align: center;"><u>25.00</u></td> <td style="text-align: center;"><u>28.00</u></td> <td style="text-align: center;"><u>30.00</u></td> <td style="text-align: center;"><u>32.00</u></td> </tr> <tr> <td>Totals</td> <td style="text-align: center;"><u>\$46.00</u></td> <td style="text-align: center;"><u>\$51.00</u></td> <td style="text-align: center;"><u>\$56.00</u></td> <td style="text-align: center;"><u>\$61.00</u></td> <td style="text-align: center;"><u>\$66.00</u></td> <td style="text-align: center;"><u>\$71.00</u></td> </tr> </tbody> </table>		<u>Non High-Cost Locations</u>		<u>High-Cost Locations</u>				Breakfast	\$11.00	\$13.00	\$14.00	\$15.00	\$16.00*	\$18.00	Lunch	14.00	15.00	17.00	18.00	20.00	21.00	Dinner	<u>21.00</u>	<u>23.00</u>	<u>25.00</u>	<u>28.00</u>	<u>30.00</u>	<u>32.00</u>	Totals	<u>\$46.00</u>	<u>\$51.00</u>	<u>\$56.00</u>	<u>\$61.00</u>	<u>\$66.00</u>	<u>\$71.00</u>	<p>To determine which high cost meal rate applies for a specific high cost location in the Continental USA, refer to the U.S. General Services Administration website at: <a href="http://www.gsa.gov">www.gsa.gov</a>. (Meal rates will be referred to as <u>subsistence rates</u>.) When calculating the meal breakdown for high cost meal locations in the Continental USA or Foreign Locations not listed in the table to the left, use the percentages in Subsection 10.40.10.c.</p> <p>*\$66.00 meal rate is for reference only; no WA state location currently has \$66.00 meal allowance.</p>
	<u>Non High-Cost Locations</u>		<u>High-Cost Locations</u>																																	
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<p><b>Non High-Cost Per Diem Rate</b></p> <ul style="list-style-type: none"> <li>• Daily rate = \$129.00 / day = Non high-cost lodging rate (\$83) + Non high-cost meals rate (\$46)</li> <li>• Hourly rate = \$129.00 / 24 hours = \$5.38 per hour</li> </ul>	<p>Certain types of boards and commissions use both daily and hourly rates (Section 10.70). Also, the hourly rate is used when an employee is authorized to use a privately owned travel trailer or camper (Subsection 10.30.70).</p>																																			
<p><b>Privately Owned Vehicle (POV) Mileage Rate</b> = \$0.56/ mile</p>	<p>Source: IRS Revenue Procedure 2013-80.</p>																																			
<p><b>Privately Owned Aircraft Mileage Rate</b> = \$1.31/ nautical mile</p>	<p>Source: Federal Register Vol. 78, No. 243 Dec. 18, 2013. Nautical mile information can be found on several websites including: <a href="http://www.airnav.com/airports/">www.airnav.com/airports/</a></p>																																			
<p><b>Privately Owned Motorcycle Mileage Rate</b> = \$0.53 / mile</p>	<p>Source: Federal Register Vol. 78, No. 243 Dec. 18, 2013.</p>																																			