



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

July 13, 2011

TO: Statewide Elected Officials
Agency Directors
Presidents of Higher Education Institutions
State Boards and Commissions

FROM: Marty Brown
Director

SUBJECT: TRAVEL ALLOWANCES – CLASS 1, 2, 3, AND 5 GROUPS

Effective July 1, 2011, Engrossed Second Substitute House Bill 1371 prohibits any person designated as a member of a class 1, 2, 3, or 5 board, commission, council, committee, or similar group from receiving an allowance for subsistence, lodging, or travel expenses if the allowance cost is funded by the state general fund. Exemptions may be granted for the critically necessary work of an agency. For agencies of the executive branch, the exemptions must be approved by the director of OFM or the director's designee.

By this memorandum, I am delegating authority to approve exemptions from this prohibition to the following individuals for boards, commissions, councils, committees, or similar groups within their purview:

- Separately elected officials;
- Presidents of institutions of higher education; and
- Chairs and executive directors of boards and commissions required by the Washington state constitution.

Also, in order to reduce administration, a blanket exemption is provided for travel allowances for meetings that are required by state law or are necessary to maintain or receive federal funds. This blanket exemption is to be interpreted by agencies very narrowly. You must be able to demonstrate that a state or federal law, rule or grant specifically requires an in-person meeting.

You may seek an exemption from OFM by completing the form available on our website at http://www.ofm.wa.gov/resources/travel/group_travel_expenses_exemption_form.doc. It must be **signed by the agency director or group leader** (e.g., Commission or Council Chair) making the request. Exemptions for member travel allowances take effect immediately upon OFM approval.

If you have questions, contact Andrea Duane at (360) 902-0534 at Andrea.Duane@ofm.wa.gov.