



STATE OF WASHINGTON

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January 17, 2014

TO: Agency Directors and Policy Manual Users

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

SUBJECT: SAAM Technical Correction

We have revised Subsection 10.90 Travel Rates of the *State Administrative and Accounting Manual* (SAAM) effective January 1, 2014.

In Subsection 10.90.20, we decreased the mileage reimbursement rate for privately owned aircraft from \$1.33 to \$1.31 and the reimbursement rate for privately owned motorcycle from \$0.535 to \$0.53 to reflect the revised General Services Administration (GSA) rates. Historically, the state privately owned aircraft and motorcycle reimbursement rates have not exceeded the GSA rates.

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: 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