



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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OFM DIRECTIVE 00A-03

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

**SUBJECT: REVISIONS TO CHAPTER 10: TRAVEL, CHAPTER 60:
MOVING EXPENSES, CHAPTER 70: OTHER
ADMINISTRATIVE REGULATIONS, and GLOSSARY**

We have revised Chapter 10: Travel, Chapter 60: Moving Expenses, Chapter 70: Other Administrative Regulations, and selected Glossary terms of the state of Washington's *State Administrative and Accounting Manual* (SAAM). These changes are effective July 1, 2000. Please replace the affected pages in your manual with these revisions.

Major Changes to the regulations include:

Chapter 10 (Travel) Changes

- **Subsection 10.20.20** (<http://www.ofm.wa.gov/policy/10.20.htm> - 10.20.20) **What types of travel costs cannot be reimbursed?** Revised the rules for reimbursable and non-reimbursable privately owned vehicle (POV) mileage. All POV business mileage, excluding the commute from the employee's official residence to the official station and the return, is reimbursable.
- **Subsection 10.30.25** (<http://www.ofm.wa.gov/policy/10.30.htm> - 10.30.25) **Lodging for state employee meetings, conferences, conventions, and training sessions.** Agencies may increase the lodging reimbursement amounts up to 125% of the maximum allowable lodging rate when renting facilities for meetings, conferences, conventions, or training sessions for state employees.

- **Subsection 10.30.40.a** (<http://www.ofm.wa.gov/policy/10.30.htm - 10.30.40>) **Certain lodging costs cannot be reimbursed.** Reimbursement of lodging costs at the employee's official station or official residence may be permitted in emergency situations to perform critical agency functions or when acting in a custodial or leadership role involving clients of the agency.
- **Subsection 10.40.40.a** (<http://www.ofm.wa.gov/policy/10.40.htm - 10.40.40>) **Certain meal costs cannot be reimbursed.** Reimbursement of meal costs at the employee's official station or official residence may be permitted in emergency situations to perform critical agency functions or when acting in a custodial or leadership role involving clients of the agency.
- **Subsection 10.70.** (<http://www.ofm.wa.gov/policy/10.70.htm>) **Boards, Commissions, or Committees.** Advisory and Rule Making board members paid under option one may now be reimbursed above the maximum allowable lodging rates when on business travel other than attending board meetings.
- **Subsection 10.80.30.b** (<http://www.ofm.wa.gov/policy/10.80>) **Agency Fiscal Office.** Employees are to be reimbursed travel expenses no later than ten workdays after fiscal office receipt of a properly completed travel expense voucher.
- **Subsection 10.80.40** (<http://www.ofm.wa.gov/policy/10.80.htm - 10.80.40>) **Receipts and documentation required in support of Travel Expense Vouchers.** The requirement to attach an original receipt to the travel expense voucher for miscellaneous expenses in excess of \$25 plus taxes has been increased to \$50 plus taxes.

Chapter 70 (Other Administrative Regulations) Changes

- **Subsection 70.40.20.a** (<http://www.ofm.wa.gov/policy/70.40.htm - 70.40.20>) **When may an agency permanently assign a motor vehicle?** Motor vehicles that are more than five years old or have been driven more than 75,000 miles may be permanently assigned if travel requirements average at least 500 miles each month.

Glossary Section (<http://www.ofm.wa.gov/policy/glossary.htm>) **Glossary.** New terms:

- "Central Travel Account" replaced "Business Travel Account," the term used by the new credit card company for its cardless billing account.

- “Incidental Expenses” are fees and tips given to porters, baggage carriers, etc. for personal services performed. Incidental expenses are included within the daily subsistence allowance.

In addition, these chapters contain other policy changes not listed above. Each section of the manual that has been revised contains a “last revised date” of July 1, 2000. Be sure to review each of these sections for changes that may impact your agency.

All of the Office of Financial Management (OFM) directives and policies are available in word format at our web site <http://www.ofm.wa.gov/policies.htm>. The superseded policies are also available on the Internet in our Administrative & Accounting Resources site at <http://www.ofm.wa.gov/policy/resource.htm>.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency.

Attachments