



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 7, 2004

**OFM DIRECTIVE 04A-01**

**TO:** Agency Directors and Policy Manual Holders

**FROM:** Sadie Rodriguez-Hawkins, Assistant Director  
Accounting Division

**SUBJECT: NEW CHAPTER 12: TRANSPORTATION; REVISIONS TO CHAPTER  
10: TRAVEL and CHAPTER 70: OTHER ADMINISTRATIVE  
REGULATIONS**

We are adding a new chapter to the state of Washington's *State Administrative and Accounting Manual* (SAAM), issued by the Office of Financial Management (OFM). We are also revising Chapters 10 and 70. The effective date of these revisions is April 15, 2004. Please update the applicable sections in your manual.

Key changes to the policies include:

**CHAPTER 12: TRANSPORTATION** (<http://www.ofm.wa.gov/policy/12.htm>)

New statewide requirements aimed at promoting state driver safety. The key changes include:

- ◆ Developing a basic driving safety program for all state drivers.
- ◆ Requiring an additional driving safety program for specified drivers.
- ◆ Emphasizing safety for all state drivers.
- ◆ Incorporating procedures for reporting accidents
- ◆ Explaining insurance requirements and coverage for state drivers

Questions regarding policy content and proper interpretation should be addressed to Jolene Bellows of the OFM Risk Management Division at [jolene.bellows@ofm.wa.gov](mailto:jolene.bellows@ofm.wa.gov) or (360) 902-7312.

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**CHAPTER 10: TRAVEL (<http://www.ofm.wa.gov/policy/10.htm>)**

Subsection 10.40.70, 10.40.80 and 10.40.90 were moved to Chapter 70.15. Subsection 10.50.30 was incorporated partially in Chapter 12 and partially in Subsection 10.50.35.

**CHAPTER 70: OTHER ADMINISTRATIVE REGULATION**

**Section 70.15 Meals with Meetings (<http://www.ofm.wa.gov/policy/70.15.htm>)**

A new section was added to relocate meals with meetings, formerly part of Chapter 10.

Sections 70.30, Acquisition, Maintenance and Disposal of Motor Vehicles, and 70.35 Motor Vehicle Management and Use, have been eliminated. The policies are now incorporated in Chapter 12.

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.

All OFM directives and policies are available on our web site at <http://www.ofm.wa.gov/accounting/policies.htm>. We encourage you to use the on-line version of SAAM, as it includes all technical corrections made between formal policy updates, which are published under directives. The superseded policies and additional resources are also available on our Administrative and Accounting Resources web site at <http://www.ofm.wa.gov/policy/resource.htm>.

Unless noted otherwise in this memo, questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency.

Attachments