



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

September 18, 2006

OFM DIRECTIVE 06A-04

TO: Agency Directors and Policy Manual Holders

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

SUBJECT: REVISIONS TO CHAPTER 10: TRAVEL

We have revised Chapter 10 of the *State Administrative and Accounting Manual* (SAAM).

Effective October 1, 2006, the state revised the maximum lodging rates for several Washington locations. This is a result of changes adopted by the U.S. General Services Administration. The state Per Diem Map reflects this change. The map is available on the Office of Financial Management's *Administrative and Accounting Resources* web site at: <http://www.ofm.wa.gov/resources/travel.asp>.

Additionally, the following changes were made to clarify language in the policy:

Subsection 10.30.60 (<http://www.ofm.wa.gov/policy/10.30.htm>)

- Added language regarding direct billing and use of the state charge card system for lodging.

Subsection 10.90.20 (<http://www.ofm.wa.gov/policy/10.90.htm>)

- Added language to the notes regarding the calculation of meal rates in Subsection 10.40.10.c.

Please replace the table of contents and pages 13-20 and 45-47 in your manual.

If you have questions regarding this update, please contact Bret Brodersen, State Financial Consultant, at (360) 664-7677 or bret.brodersen@ofm.wa.gov.

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.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>.

Additional resources are also available on our Administrative and Accounting Resources web site at:
<http://www.ofm.wa.gov/resources/default.asp>.

Unless noted otherwise, 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/swacontacts.asp>.

Attachments