



# State Administrative and Accounting Manual

## 10.90 Travel Rates

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### 10.90.10 Reimbursement rates

Jan. 1, 2015

#### 10.90.10.a

This section provides lodging, subsistence, and mileage rates for state officials and employees traveling on [official state business](#) (RCW 43.03.050). The Office of Financial Management (OFM) revises this section periodically based upon changes to source documents produced by three separate agencies of the federal government as well as changes required by the State Legislature.

#### 10.90.10.b Lodging, Meals, and Private Vehicle Mileage Rates for the Continental USA

Refer to [Subsection 10.90.20](#).

#### 10.90.10.c High Cost Lodging and Subsistence Rates for the Continental USA

Per Diem allowances for [High Cost Locations](#) in the Continental USA are periodically revised by the U.S. General Services Administration (GSA) and can be accessed online:

- For locations within Washington state, refer to the Per Diem Rates map on OFM's Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.
- For locations outside of Washington state, refer to the GSA website at: [www.gsa.gov](http://www.gsa.gov). Select U.S. Per Diem Rates to view rates for the Continental USA. Taxes may be added to the lodging rates shown in these tables.

If the travel location is not listed (city or county), use [Subsection 10.90.20](#) lodging and subsistence rates for non high-cost areas.

For cities in the U.S. where the counties are not known, refer to the National Association of Counties website at: <http://explorer.naco.org/>.

#### 10.90.10.d Lodging and Subsistence Rates for the Non Continental USA and Foreign Locations

Per Diem allowances for [foreign travel](#) locations, Alaska, Hawaii, and US Possessions are revised monthly and can be accessed online:



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- Refer to the U.S. Department of State - Foreign Per Diem Rates website at: [http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78).
- Rates for Alaska, Hawaii, and U.S. possessions follow the foreign rates at: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

Use the outside CONUS, Non-Foreign Overseas, and Foreign query tool. Most of the lodging rates in these tables include all taxes. However, taxes on lodging are separately reimbursable for Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and U.S. possessions.

### 10.90.10.e

State agencies without access to the Internet may contact their OFM Accounting Division Consultant or Travel Policy Consultant to obtain the current rates for Continental USA, Non Continental USA, and Foreign locations.

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### 10.90.20

[Oct. 1, 2023](#)

[Jan. 1, 2023](#)

### Reimbursement rates for lodging, meals, and privately owned vehicle mileage

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The following summary shows the reimbursement rates for lodging, meals, and privately owned vehicle mileage for the Continental USA:

[Reimbursement rates for lodging, meals and privately owned vehicle mileage](#)