



10.30 Lodging

Section	Title	Effective Date	Page Number
10.30.10	What is the basis for reimbursing lodging costs?	June 1, 2018	74
10.30.20	Exceptions to the maximum allowable lodging rates	Oct. 1, 2016	75
10.30.25	Lodging for state employee meetings, conferences, conventions and training sessions	July 1, 2000	77
10.30.30	What types of lodging costs are reimbursable?	Oct. 1, 2016	77
10.30.40	Certain lodging costs cannot be reimbursed	July 1, 2000	78
10.30.50	Lodging expenses for the normal return night may be reimbursed in certain situations	May 1, 1999	78
10.30.60	How to purchase lodging accommodations	Jan. 1, 2015	79
10.30.70	Using a travel trailer, camper, or vessel	Oct. 1, 2015	80

10.30.10 What is the basis for reimbursing lodging costs?

June 1, 2018

10.30.10.a

Reimburse lodging expenses at actual costs, **as evidenced by a receipt**, up to the specific daily maximum allowable lodging rate in effect at the time of travel for the specific area or locality, unless:

- An exception is specifically provided by statute, or
- Authorized by [Subsection 10.30.20](#).

Refer to [Subsection 10.30.20](#) for the maximum allowable lodging rates for the [Continental USA](#) (CONUS).

Travelers may be reimbursed taxes paid on lodging in addition to the Maximum Lodging Amounts contained in [Subsections 10.90.10](#) and [10.90.20](#). Code the payment of taxes on lodging as lodging expense, Subject GA or GF, as applicable. Refer to [Subsection 10.90.10.d](#) for rules on lodging taxes for the [Non Continental USA](#) and [foreign travel](#) locations.



State Administrative and Accounting Manual

10.30.10.b

Travelers requesting reimbursement for staying in [commercial lodging facilities](#) must obtain receipts and either attach them to their [Travel Expense Voucher](#) or reference their file location.

If an agency allows for multiple employees to stay in one facility, the agency must have a process in place to obtain proper documentation that breaks down the cost to each employee.

If an agency determines a need for employees to stay at [peer-to-peer property rentals](#) such as those marketed and paid for through AirBnB, VRBO, or similar marketplaces, the agency is required to assess the risks and have in place an internal travel policy to mitigate those risks. In addition, the agency must ensure all costs reimbursed are within the allowable lodging rate. See [Subsection 10.30.30.a](#).

Either original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments.

10.30.10.c

For non-mandatory attendance at seminars or professional meetings, agencies may reimburse lodging expenses at less than the rates stated in [Subsections 10.90.10](#) and [10.90.20](#), provided that reimbursement at a lower rate is agreed to **in writing** by the traveler in advance of the travel.

10.30.20 Exceptions to the maximum allowable lodging rates

Oct. 1, 2016

10.30.20.a

In the following situations, the maximum allowable lodging amounts may not be adequate and the agency head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum [per diem](#) (lodging and meals) amounts listed in [Subsections 10.90.10](#) and [10.90.20](#) ([PDF](#)). The agency head or authorized designee approval must be made in advance of the travel.

1. When a [traveler](#) is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
2. When costs in the area have escalated for a brief period of time either during special events or disasters.
3. When lodging accommodations in the area of the [temporary duty station](#) are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
4. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.



State Administrative and Accounting Manual

5. To comply with provisions of the Americans with Disabilities Act (refer to [Subsection 10.10.40](#)), or when the health and safety of the traveler is at risk (refer to [Subsection 10.10.35](#)).
6. When meeting room facilities are necessary and it is more **economical** for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

10.30.20.b

In the following situations, the agency head or authorized designee may approve payment of lodging expenses in excess of 150% of the applicable maximum per diem amount for the location. The agency head or authorized designee approval must be made in advance of the travel.

- The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to scheduled events; AND
- It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; AND
- The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum [per diem](#) amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher or its file location referenced. The form of documentation is defined by each agency.

10.30.20.c

When any exception to the Maximum Allowable Lodging Amount is used, the traveler is to select the most [economical](#) room available under the circumstances.

10.30.20.d

Include the agency head or authorized designee's approval for the exception as part of the payment document. Also provide an explanation describing why an exception was necessary.

10.30.20.e

Agencies may request in writing an exception to this regulation from the Director of OFM when special duties or conditions of an assignment result in unusually high expenses.

10.30.20.f

When utilizing any of these conditions, agencies are not to treat any employees differently under like travel circumstances.



10.30.25 Lodging for state employee meetings, conferences, conventions and training sessions

July 1, 2000

Maximum allowable lodging amounts may not always be sufficient for state agencies to rent properties with the facilities needed to host a meeting, conference, convention, or training session for state employees. When this occurs, agencies may increase the lodging reimbursements up to 125% of the applicable maximum allowable lodging rates contained in [Subsections 10.90.10](#) and [10.90.20](#).

10.30.30 What types of lodging costs are reimbursable?

Oct. 1, 2016

10.30.30.a

The maximum reimbursable lodging rate includes, but is not limited to, the basic commercial lodging cost, resort fees, cleaning fees, and service fees. The only additional lodging expenses that are reimbursable beyond the maximum lodging rate are any applicable sales taxes and/or hotel/motel taxes on those amounts.

Lodging costs in excess of the allowance and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and unallowable costs.

10.30.30.b 50-Mile Rule

Reimbursement is allowed for lodging expenses when the temporary duty station is located more than fifty (50) miles (most direct route) of the closer of either the traveler's [official residence](#) or [official station](#).

Under one of the following conditions, reimbursement for lodging expenses is allowed when the [temporary duty station](#) is located within fifty (50) miles (most direct route) of the closer of either the traveler's [official residence](#) or [official station](#):

1. An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning [official state business](#).
2. When the health and safety of travelers is of concern as provided for in [Subsection 10.10.35](#).
3. When an agency can demonstrate that staying overnight is more [economical](#) to the state.

Agencies may request an exception to this regulation for other conditions from the Director of OFM.

Written supervisory approval for the first and third conditions and cost analysis documentation for the third condition is to be attached to the traveler's [Travel Expense Voucher](#). Approval and documentation requirements for use of the second condition are contained in [Subsection 10.10.35](#).



10.30.30.c

Agencies when making conference registrations may when required by the lodging facility make reimbursement for up to one night lodging costs, plus applicable taxes when a travel advance is not allowable under [Subsection 10.80.60](#). Prior authorization of the agency head or designee is required, and if conference registration is cancelled, the agency is to seek reimbursement of the costs from the lodging facility. To prevent abuse in this area agencies should strictly adhere to [Section 10.10](#) Travel Management Requirements and Restrictions and have written internal policies and procedures for when these transactions may be allowable.

10.30.40 Certain lodging costs cannot be reimbursed

July 1, 2000

10.30.40.a

Reimbursement of lodging expenses incurred at a lodging facility located at either the traveler's official station or official residence is prohibited except:

1. As an allowable moving cost as provided in [Subsection 60.20.10](#).
2. In emergency situations when the agency head determines that employees performing critical agency functions must remain at their workstations.
3. When an employee, acting in a custodial or leadership role must, as a part of their duties, lodge with students or other clients of the agency (i.e. higher education coaches lodging with student athletes).

10.30.40.b

Lodging expense incurred at a lodging facility or temporary duty location located within 50 miles of either the official residence or official station, except as provided in [Subsections 10.30.30.b](#), [10.30.40.a](#), and [60.20.10](#).

10.30.40.c

Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a [commercial lodging facility](#).

10.30.50 Lodging expenses for the normal return night may be reimbursed in certain situations

May 1, 1999

10.30.50.a

The agency may reimburse a traveler for lodging expenses for the [normal return night](#) (as defined in the glossary) to allow the traveler to remain overnight away from the official station or official residence under one of the following three conditions:



State Administrative and Accounting Manual

1. When the overnight stay is more [economical](#) to the state. Complete justification should be referenced or attached to the traveler's Travel Expense Voucher.
2. The health and safety of travelers (as defined in [Subsection 10.10.35](#)) is considered [advantageous](#) to the state and can be used to justify an overnight stay. Approval and documentation requirements are contained in [Subsection 10.10.35](#).
3. Compliance with the Americans with Disabilities Act (ADA) is considered advantageous to the state and can be used to justify an overnight stay (refer to [Subsection 10.10.40](#)). The Travel Expense Voucher should be annotated that the extra costs were incurred to comply with the ADA.

10.30.50.b

When the traveler does not return to his/her official residence or official station on the normal return night, the traveler is to promptly return the next day or as soon as possible thereafter.

10.30.60 How to purchase lodging accommodations

Jan. 1, 2015

10.30.60.a

Personal financial resources may be used to purchase lodging accommodations. With proper controls in place, agencies may opt to use the state charge card system or direct billing as defined in [Subsection 10.80.55](#). Travelers are to attach original lodging receipts or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments to the Travel Expense Voucher (form [A20-A](#), or form [A20-2A](#) if applicable) for all lodging reimbursements or to reference the location where the receipt is filed.

10.30.60.b

Agencies are encouraged to apply for all tax exemptions offered by state or local governments to governmental travelers.

For a listing of possible tax-exempt locations, refer to the U.S. General Services Administration (GSA) website at: <http://www.gsa.gov/portal/content/104878>.

Also, agencies are encouraged to apply for various tax rebates offered for business travel to the provinces of Canada. Rebate forms and instructions can be obtained from the Canadian Consulate General in Seattle.



10.30.70 Using a travel trailer, camper, or vessel

Oct. 1, 2015

10.30.70.a

When used for the employee's convenience, lodging reimbursement is limited to actual space rental costs (**as evidenced by a receipt**) not to exceed the daily maximum non-[high cost location](#) lodging rate displayed in [Subsection 10.90.20](#).

The employee is not to be reimbursed for the rental or lease cost of the travel trailer, camper, or vessel.

10.30.70.b

The agency head or authorized designee, with the traveler's concurrence, may authorize the use of a privately-owned travel trailer or camper when all of the following conditions exist:

- Suitable commercial lodging is not available;
- State lodging is not provided; and
- There is a benefit to the state for the traveler to remain at the temporary work station.

In this situation, the traveler is to be reimbursed at the hourly, non-high cost per diem rate displayed in [Subsection 10.90.20](#).