



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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September 15, 2008

**OFM DIRECTIVE 08A-04**

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

**From:** /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director  
Accounting Division

**Subject:** **Chapter 10 - Travel; Chapter 12 - Transportation; and Chapter 25 - Payroll**

We have revised the following chapters of the *State Administrative and Accounting Manual* (SAAM), all of which are effective October 1, 2008.

Key changes to the policies include:

**Chapter 10: Travel** (<http://www.ofm.wa.gov/policy/10.htm>)  
**(Subsection 10.90.20)**

- Revised the maximum lodging rates for several Washington State locations. This is a result of changes adopted by the U.S. General Services Administration. The state Per Diem Rates map reflects this change. The map is available on OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.

In addition, a reference was added to the table in Subsection 10.90.20 regarding seasonal lodging rates.

**Chapter 12: Transportation** (<http://www.ofm.wa.gov/policy/12.htm>)  
**(Subsection 12.30.20)**

- Clarified the policy prohibiting the use of wireless communication devices.

**Chapter 25: Payroll** (<http://www.ofm.wa.gov/policy/25.htm>)  
**(Subsections 25.40.10 and 25.50.30)**

- Added victims of domestic violence, sexual assault, or stalking to the list of employees eligible to receive shared leave.
- Clarified several provisions of the shared leave policy including what leave may be donated, when leave may be used, and what records must be kept.

Please replace the following pages in your policy manual:

Chapter 10	Table of contents and pages 45-47
Chapter 12	Table of contents and pages 19-24
Chapter 25	Table of contents and pages 21-44

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 All OFM directives, policies, technical corrections, and superseded policies are available at: 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 website 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