



STATE OF WASHINGTON  
**OFFICE OF FINANCIAL MANAGEMENT**

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**OFM DIRECTIVE 19A-05**

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

**FROM:** /s/ Brian Tinney, Assistant Director  
Accounting Division

**SUBJECT: Chapter 10, Travel; Chapter 90, State Reporting**

We have revised policies in the *State Administrative and Accounting Manual* (SAAM) effective October 2018.

Key changes to the policies in SAAM include the following:

**Chapter 10: Travel**

(Subsection 10.90.20)

- Updated reimbursement rates for lodging and meals effective **October 1, 2019**, to reflect changes adopted by the U.S. General Services Administration. In addition, we updated the state Per Diem Rates map to reflect this change. The revised map is available on OFM's Travel Resources website at: <http://www.ofm.wa.gov/resources/travel.asp>.

**Chapter 90: State Reporting**

(Subsection 90.20.50.b)

- Added the Washington State Combined Fund Drive to the list of interagency payables that should not be recorded using GL Code 5154.

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.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at:

[www.ofm.wa.gov/resources/default.asp](http://www.ofm.wa.gov/resources/default.asp).