



STATE OF WASHINGTON

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September 28, 2022

OFM DIRECTIVE 22A-07

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 10, Travel; Chapter 75, Uniform Chart of Accounts

We have revised policies in the *State Administrative and Accounting Manual* (SAAM) effective October 1, 2022. Key changes to the policies in SAAM include the following:

Chapter 10: Travel

(Subsection 10.40.10.c, 10.90.20)

- Updated the breakfast, lunch, and dinner percent allocation.
- Updated reimbursement rates for lodging and meals effective **October 1, 2022**, 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 75: Uniform Chart of Accounts

(Subsection 75.30 and 75.70)

- Added new account 26S
- Added new sub-subobject ER-R041

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: 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