



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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August 1, 2023

OFM DIRECTIVE 23A-06

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 10, Travel; Chapter 25: Payroll; Chapter 70: Other Administrative Regulations; Chapter 75, Uniform Chart of Accounts; Glossary

We have revised policies in the *State Administrative and Accounting Manual* (SAAM) effective August 1, 2023. Key changes to the policies in SAAM include the following:

Chapter 10: Travel

(Subsections 10.10.10.a, 10.10.10.b, 10.10.15, 10.10.25, 10.10.30.b, 10.10.30.c, 10.10.35.a, 10.10.40.a, 10.10.50.b, 10.20.20, 10.20.40.a, 10.20.40.d, 10.20.50.a, 10.30.30.b, 10.30.40.a, 10.30.40.b, 10.30.50.a, 10.30.50.b, 10.40.40.a, 10.40.40.b, 10.50.25.a, 10.50.25.b, 10.50.45, 10.50.50, 10.50.65.a, 10.60.50.b, 10.80.40.a, 10.80.60.a.)

- Added default language regarding an agency's responsibility in determining the official workstation for travel reimbursement.
- Updated language to include new definitions for Official Duty Station, Official Worksite, and Official Workstation for Travel Reimbursement.

Chapter 25: Payroll

(Subsection 25.45.10)

- Updated language to include new definitions.

Chapter 70: Other Administrative Regulations

(Subsections 70.10.20.b, 70.15.10.b)

- Updated language to include new definitions.

Chapter 75, Uniform Chart of Accounts
(Sections 75.20, 75.30, 75.70)

- Deleted agency: 0460-State Law Library (agency merged with 0450-Supreme Court)
- Added new subobject EO and sub-subobjects EO-O000 for environmental credits

Glossary

- See glossary for definitions of Official Duty Station, Official Worksite, and Official Workstation for Travel Reimbursement

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: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