



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 25, 2023

OFM DIRECTIVE 23A-07

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 10, Travel; Chapter 40, E-Commerce; Chapter 60: Moving Expense; Chapter 65: Financial Service Agreements; and Chapter 75: Uniform Chart of Accounts

We have revised policies in the *State Administrative and Accounting Manual* (SAAM) with various effective dates.

Key changes to the policies in SAAM include the following:

Chapter 10: Travel

(Subsection 10.40.10.a, 10.90.20)

- Updated reimbursement rates for lodging effective **October 1, 2023**, 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 40: E-Commerce

(Subsections 40.30.30.c, 40.30.30.d)

- Added Lived Experience cards as a payment type that may need an EFS.
- Clarified wording allowing nominal fees when purchasing gift cards.

Chapter 75, Uniform Chart of Accounts

(Section 75.30)

- Deleted accounts: 20K, 27Q

Key technical changes to SAAM include the following:

Chapter 10: Travel

(Subsection 10.50.25.a, 10.70.20.b, 10.70.30.b)

- Removed the words “or agency approved teleworking site.”
- Replaced official station with official workstation for travel reimbursement.

Chapter 60: Moving Expense

(Subsections 60.20.10.a)

- Replaced official station with official residence.

Chapter 40: E-Commerce & Chapter 65: Financial Service Agreements

(Subsections 40.10.50, 40.20.15, 40.20.30.c, 40.30.15, 40.30.20, 40.30.30.c, 65.10.40)

- Updated all instances of the term “master contracts” to “statewide contracts.”

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM’s website at: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

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/swacontactsbyagency.asp>.