



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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January 24, 2024

OFM DIRECTIVE 24A-02

TO: Agency Directors and Policy Manual Users

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

SUBJECT: Chapter 10, Travel

We have revised the following policy in the *State Administrative and Accounting Manual (SAAM)* effective January 24, 2024.

Chapter 10: Travel
(Subsection 10.60.10)

Under “reimbursable expenses include, but are not limited to,” we added:

- Electric vehicle charging station cost for either a rental car or a state vehicle, **as evidenced by a receipt when over \$25.**

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM’s website at: [SAAM Policy Documentation](#).

Additional administrative and accounting resources are also available on OFM’s website at: [Administrative and Accounting Resources](#).

Questions regarding manual content and proper interpretation should be directed to the OFM Statewide Accountant assigned to your agency. You can find your agency’s OFM Statewide Accountant at: [Statewide Accountant by Agency](#).