



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

December 16, 1999

OFM DIRECTIVE 99A-06

TO: Agency Directors and Policy Manual Users

FROM: Sadie Rodriguez-Hawkins, Assistant Director
Accounting Division

**SUBJECT: REVISION OF TRAVEL AND MOVING EXPENSE
REGULATIONS**

We are revising selected sections of Chapters 10 and 60 of the *State Administrative & Accounting Manual* (SAAM). The effective date of these revisions is January 1, 2000.

Changes to the travel regulations include:

- **Subsection 10.70.30** (<http://www.ofm.wa.gov/policy/10.70.htm>) – **Meal and lodging reimbursement for members serving in a rule-making capacity.** Amended the policy to include Class 5 Board members to the list of board members that may be reimbursed for travel expenses. Class 5 Boards were established by RCW 43.03.265 in the last legislative session.
- **Subsection 10.80.20** (<http://www.ofm.wa.gov/policy/10.80.htm>) – **What are the traveler's responsibilities in completing the Travel Expense Voucher?** Modified the requirements for preparation and certification of travel vouchers to accommodate electronically prepared and submitted vouchers.
- **Subsection 10.90.10** (<http://www.ofm.wa.gov/policy/10.90.htm>) – **Reimbursement rates can be found on Schedules A, B, and C.** Revised Schedule A to reflect the new reimbursement rates for mileage as follows:

<u>Vehicle</u>	<u>Old Rate/Mile</u>	<u>New Rate/mile</u>
Private Owned Vehicles	\$.31	\$.325
Private Aircraft (statute miles)	\$.85	\$.88
Private Owned Motorcycle	\$.25	\$.26

Schedule A was also revised to reflect the increase in the Non High Cost daily lodging rate from \$50.00 to \$55.00. Changes in Schedule B, High Cost Lodging and Subsistence Rates, may be accessed at web site <http://www.gsa.gov/travel.htm>. Refer to SAAM 10.90.10.c at <http://www.ofm.wa.gov/policy/10.90.htm>.

Files containing a color copy of the State of Washington per diem map and a listing of the 150% exceptions to the maximum lodging rates (Schedule B), are now on the Office of Financial Management's (OFM) Administrative & Accounting Resources web site at <http://www.ofm.wa.gov/policy/resource.htm>.

- **Subsection 60.20.10.f** (<http://www.ofm.wa.gov/policy/60.20.htm>) – **Allowable moving costs - Relocation Compensation.** Added a reference to WAC 356-14-300 which permits a lump sum relocation compensation to be paid to employees under certain conditions.

Any questions regarding these changes should be directed to the OFM State Financial Consultant assigned to your agency.

Thank you for your attention to these changes.