



10.60 Miscellaneous Travel Expenses

10.60.10

October 1, 2016

What types of miscellaneous travel costs are reimbursable?

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:

- Transportation services including; taxi, shuttle, limousine fares, town car, Uber and Lyft, (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls. However, as noted in Subsection 10.20.20, tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and **not** reimbursable.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Rental of room in a hotel or other place that is used to transact official state business. The room rental is reimbursable as a separate item from lodging when authorized by the agency head or authorized designee.
- Charges for necessary facsimile (fax) services.
- Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the agency head or authorized designee.
- The actual cost of laundry and/or dry cleaning expenses, **as evidenced by a receipt**, is authorized for travelers in continuous travel status for five (5) or more days in the continental U.S.A. Either original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments. An allowance is already included in the meals and incidental rates for travel outside CONUS (refer to Subsection 10.20.10). Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher (form A20-A) (refer to Subsection 10.80.40).

- **Mandatory** fees charged by lodging facilities for items such as room safes.
- Fees charged for internet access required in connection with state business travel.
- Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights.
- As part of their system for management and control of travel related costs, agencies shall define the circumstances under which charges for transportation of equipment and materials required to perform state business are reimbursable as a miscellaneous travel expense.
- Charges for GPS devices required in connection with state business travel to ensure timely arrival of the business destination.

10.60.20
May 1, 1999

Bill expenses greater than \$50 to the agency whenever possible

Whenever possible, the traveler should not pay for motor vehicle rentals, registration fees, rental of rooms for official state business, and other miscellaneous travel expenses in excess of \$50. The traveler should request the vendor of the services to bill the agency in accordance with prescribed purchasing requirements (also refer to Subsections 10.80.50 and 10.80.55).

10.60.30
May 1, 1999

Costs for personal care attendant services may be reimbursed

The cost of personal care attendant services required by disabled travelers in order for them to travel will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant. The agency head or authorized designee sets the maximum reimbursement for such costs as part of the agency's required system for management and control over travel (refer to Subsection 10.10.10).

10.60.40
July 1, 2011

Charges by airlines on international flights

As part of their system for management and control of travel related costs (refer to Subsection 10.10.10), agencies are required to define the circumstances under which charges assessed by airlines on international flights are reimbursable as miscellaneous travel expenses (examples include baggage fees or seat assignment fees).

10.60.50

October 1, 2016

State vehicle use of *Good To Go!* passes

10.60.50.a

Agencies should use *Good To Go!* passes on state vehicles when it makes good business sense to do so. Factors that should be considered include:

- Frequency of travel of a vehicle over tolled bridges;
- Costs associated with non use of passes including increased employee travel time and higher toll rates; and
- Costs/savings associated with use of passes including initial purchase costs, reduced employee travel time, and lower toll rates.

Agencies should actively manage/monitor their *Good To Go!* account. When replenishing the account, agencies should not exceed one month's estimated usage and may not auto-replenish accounts. To avoid higher toll rates and fees associated with toll billings, agencies should maintain a positive balance in their *Good To Go!* account.

For further information about *Good To Go!*, refer to the Washington State Department of Transportation's website at:

<http://www.wsdot.wa.gov/GoodToGo/default.htm>.

10.60.50.b

Use of High Occupancy Toll or Express Toll lanes in state vehicles.

Except as otherwise authorized in law or regulation, state owned vehicles shall utilize the High Occupancy Toll (HOT) or Express Toll lanes only when they meet the posted high occupancy vehicle (HOV) requirement. If the state vehicle is equipped with a *Good To Go!* pass, a pass disabling device must be used. The Washington State Department of Transportation (WSDOT) maintenance vehicles servicing the corridor are exempt from the posted HOV requirement.

For further information about tolling, refer to WSDOT's website at:

<http://www.wsdot.wa.gov/Tolling/>.