

QUICK REFERENCE GUIDE - TRAVEL DO'S & DON'TS

The following rules are high level summaries. For further details see the State Administrative & Accounting Manual (SAAM) reference. (<http://www.ofm.wa.gov/policy/10.htm>)

| General: | SAAM |
|---|-------------|
| • All state agencies must comply with SAAM | 1.10.30 |
| • All state employees, volunteers, and contractors must comply with SAAM | 10.10.05 |
| • Use most economical travel alternatives unless Health/Safety issue | 10.10.20 |
| • Get agency head approval <u>in advance</u> to travel out of state | 10.10.50 |
| • Get approval from Governor or Board to travel out of U.S. or British Columbia | 10.10.50 |
| • Do not reimburse for unnecessary travel costs such as alcoholic beverages | 10.20.20 |
| • Combined business & personal travel must not result in additional cost to the state | 10.20.40 |
| • Follow special travel rules and travel restrictions for Board, Commission or Committee members | 10.70 |
| Meetings: | |
| • State gatherings must be held in government facilities unless properly justified | 10.10.55 |
| Lodging: | |
| • Reimburse actual lodging expenses up to limits used in the Continental USA and Non Continental USA schedules | 10.90.10 |
| <u>except</u> under special circumstances | 10.30.20 |
| • Do not reimburse lodging expenses incurred at official station or residence | 10.30.40 |
| • Do not reimburse lodging expenses within 50 miles of official station or residence | 10.30.30 |
| Meals/Coffee and Light Refreshments: | |
| • Reimburse meals on an allowance basis at rates used in the Continental USA and Non Continental schedules | 10.90.10 |
| when traveling for at least 11 hours <u>and</u> | 10.40.50 |
| when traveling during the entire meal period | 10.40.50 |
| • Do not reimburse for meal expenses incurred at official station or residence | 10.40.40 |
| <u>exception</u> for meals with meetings | 70.15 |
| • Serve coffee and light refreshments only in accordance with agency policy and compliant with Executive Order 13-06 | 70.10 |
| Transportation: | |
| • Reimburse privately owned vehicle business miles at rate shown on the Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage schedule | 10.90.20 |
| • Do not reimburse for commuting miles between official residence and station | 10.20.20 |
| • Agencies may purchase airline and other common carrier tickets in advance | 10.50.40 |
| • Use an DES qualified travel provider when making air travel arrangements | 10.50.45 |
| • <u>Do not</u> use state contract rental vehicles for personal business | 10.50.35 |
| Reimbursements: | |
| • Submit original receipts for reimbursements of travel expenses except meals | 10.80.40 |
| • Account for travel expense advances monthly | 10.80.60 |
| Moving: | |
| • Contact DES Traffic Manager and follow <u>all</u> DES Moving Guide Rules | 60.10 |

QUICK REFERENCE GUIDE - TRAVEL DO'S & DON'TS (Concluded)

Note: Some travel reimbursements may be subject to federal income taxes. If you have questions relating to travel, contact [Sandy McGough](#) at (360) 725-0194. For questions relating to taxation, contact the IRS State Government contact, Jennifer Macht at jennifer.a.macht@irs.gov at (206) 946-3477.