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](http://www.ofm.wa.gov/policy/10.htm))

**General:**
- 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 in advance 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
- *except* 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 and 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
- *exception* 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
- Do not 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 all DES Moving Guide Rules 60.10
**Note:** Some travel reimbursements may be subject to federal income taxes. If you have questions relating to travel, contact OFM Accounting at OFMAccounting@OFM.WA.GOV. For questions relating to taxation, contact the IRS State Government contact, Jennifer Macht at jennifer.a.macht@irs.gov at (206) 946-3477.