



October 30, 2025

OFM DIRECTIVE 25A-05

TO: Agency Directors and Policy Manual Users

FROM: /s/ Brian Tinney, Director
Accounting Division

SUBJECT: Chapter 10, Travel; Chapter 75, Uniform Chart of Accounts; Chapter 85, Accounting Procedures; and Glossary

We have revised policies in the *State Administrative and Accounting Manual* (SAAM) effective November 1, 2025. Key changes to the policies in SAAM include the following:

Chapter 10: Travel

(Subsections 10.10.50.b, 10.50.50, 10.90.10.d)

- Updated to include Guam and Puerto Rico
- Removed city pair reference

Chapter 75: Uniform Chart of Accounts

(Section 75.30)

Accounts

- Added new accounts effective November 1, 2025: 29L, 29M, 29P, 29Q, 30A

Chapter 85: Accounting Procedures

(Subsections 85.32.50.e, 85.58.10.a)

- Added reference to Department of Transportation (DOT) Wave 2 Go prepaid fares
- Added new section to include conditions on DOT Wave 2 Go prepaid fares

Glossary

- Updated noncontinental USA definition to include Guam

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: [State Administrative & Accounting Manual \(SAAM\) | Office of Financial Management \(wa.gov\)](#).

Additional administrative and accounting resources are also available on OFM's website at: [Administrative & accounting resources | Office of Financial Management \(wa.gov\)](#).

