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 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 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 three or more hours beyond regular work shift 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	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 OSP qualified travel provider when making air travel arrangements	10.50.45
· Permanently assign state owned vehicles to employees when warranted	12.20.30
· Allow commuting in state owned vehicles when warranted	12.20.35
· Do not use state owned or leased vehicles for personal business	12.30.20
· Do not use state contract rental vehicles for personal business	10.50.35

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(Concluded)

Moving:

· Contact GA Traffic Manager and follow all GA Moving Guide Rules	60.10

Reimbursements:

· Submit original receipts for reimbursements of travel expenses except meals	10.80.40
· Account for travel expense advances monthly	10.80.60

Note: Some travel reimbursements may be subject to federal income taxes. If you have questions relating to travel, contact Bret Brodersen at (360) 725-0229. For questions relating to taxation, contact the IRS State Government contact, Clark Fletcher at (425) 489-4042.

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