

## 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>)

<b>General:</b>	<b>SAAM</b>
• 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
<b>Meetings:</b>	
• State gatherings must be held in government facilities unless properly justified	10.10.55
<b>Lodging:</b>	
• 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
<b>Meals/Coffee and Light Refreshments:</b>	
• Reimburse meals on an allowance basis at rates used in the Continental USA and Non Continental schedules	10.90.10
when traveling entire regularly schedule working hours plus three 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
<b>Transportation:</b>	
• 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
• Permanently assign state owned vehicles to employees when warranted	12.20.30
• Allow commuting in state owned vehicles when warranted	12.20.35
• <u>Do not</u> use state owned or leased vehicles for personal business	12.30.20
• <u>Do not</u> use state contract rental vehicles for personal business	10.50.35

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

### **Moving:**

- Contact DES Traffic Manager and follow all DES 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.