

South Seattle College Sub-object Codes: Travel

G - TRAVEL

GA	In-State Subsistence and Lodging
GB	In-State Air Transportation
GC	Private Automobile Mileage
GD	Other Travel Expenses
GF	Out-of-State Subsistence and Lodging
GG	Out-of-State Air Transportation
GN	Motor Pool Services

- Helpful Travel Website:
- OFM Home Page <http://www.ofm.wa.gov>
- Per Diem Rates <http://www.gsa.gov/portal/category/100120>
- Foreign currency converter <http://www.oanda.com/converter/classic>
- Travel Regulations <http://www.ofm.wa.gov/policy/10.htm>
- Color Map <http://www.ofm.wa.gov/resources/travel/colormap1015.pdf>
- On-line TAR & TEV <https://apps.seattlecolleges.edu/Travel>
- South Travel Policies <http://www.southseattle.edu/southnet/travel.html>
- Training PowerPoint <http://www.southseattle.edu/southnet/travel.html>
- Enterprise Rent-A-Car
 - <https://www.enterprise.com/en/home.html>
 - The account to reserve Enterprise rental vehicles to get the state rate with their own funds is: **XZ45381** with the company name as “**SEA**”
- Scan East West Travel 206.623.2157
 - Travel Agent Barb: bnelson@scaneastwest.com
 - Alternate Travel Agent: Liz liz@scaneastwest.com
- Meal Per Diem Rates:
 - Breakfast 25%
 - Lunch 30%
 - Dinner 45%