

TRAVEL

To provide guidelines that establishes control of reimbursable travel expenses and procedures that ensure the accurate and timely payment of those expenses.

Officers and employees are to exercise prudent judgment in incurring travel expenses on official business.

Reimbursement for travel expense will be in accordance with Office of Financial Management (OFM) Travel and Transportation Regulation in State Administrative & Accounting Manual (SAAM) Chapter 10.

<http://www.ofm.wa.gov/policy/10.htm>

Any travel policies not specifically covered in this policy will be in accordance with the Office of Financial Management (OFM) Travel and Transportation Regulation in State Administrative & Accounting Manual (SAAM) Chapter 10.

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Authorization of Travel

- A. Agency Heads - Agency heads are to take primary responsibility for ensuring that any travel by agency employees is directly work-related, obtained at the most economical price, and is both critical and necessary for state business.
- B. Travelers - A traveler on official business is expected to exercise the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official business travel are not considered acceptable as exercising prudence. Employees are responsible for excess costs and any additional expenses incurred for personal preference or convenience.
- C. Employees traveling out of state will submit an Out of State Travel Request to the Superintendent or authorized designee for prior approval of travel. If the employee does not have prior approval, he/she will not be reimbursed.

Travel Advances

- A. Employees requesting a travel advance will submit a complete and approved Travel Authorization Form (A40-A) to the Business Office, Accounts Payable, ten working days before the advance is needed. Exceptions will be reviewed on a case-by-case basis.
- B. Only 80% of the total anticipated travel expense will be advanced. Private

automobile mileage will not be advanced.

Basis of Reimbursement

A. Employees

- a. Reimbursement for travel expenses will be in accordance with OFM Travel and Transportation Regulations.
- b. The preferred method for purchasing lodging accommodations while on official state business is through the use of the state-authorized Travel Charge Card System. Employees are to attach lodging receipts to the Travel Expense Voucher (A20-A or A20-2A if applicable) for all lodging.
- c. Employees must be in travel status for three or more hours before and/or after their regularly scheduled working hours to be eligible for meal reimbursement.
- d. Reimbursement for lodging will be on an actual expense basis as evidenced by a receipt, up to a maximum allowable amount when the lodging facility is located more than 50 highway miles from the closer of either the employee's official residence or official station. Reimbursement for lodging occurring within 50 highway miles is allowed only for one of the following three conditions: 1) an overnight stay in commercial lodging to avoid having an employee drive back and forth for back-to-back late night and early morning meetings; or 2) an overnight stay in commercial lodging to avoid driving in severe inclement weather; or 3) where use of a state ferry is required and an agency can demonstrate that staying overnight is more economical to the state.
- e. Reimbursement for subsistence will be on a rate per meal basis. Employees must be in travel status during normal meal times in order to be eligible for subsistence. Normal meal times are as follows:

Breakfast	6:45 a.m. to 7:45 a.m.
Lunch	11:20 a.m. to 1:20 p.m.
Dinner	5:00 p.m. to 6:15 p.m.
- f. Reimbursement for use of private automobile will be based on a mileage allowance at the applicable rate at the time. Private automobile mileage will not be reimbursed if a state car is available unless approved by the department head.

Rates of reimbursement are listed at the following websites

Washington State Pre Diem Rate:

<http://www.ofm.wa.gov/policy/resource.htm>

High Cost Locations - Continental USA:

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html>

<http://www.gsa.gov>

High Cost Locations - Non-Continental USA & Foreign:

<http://www.state.gov/m/a/als/prdm/>

- g. Miscellaneous travel expenses defined as reimbursable per OFM Manual will be paid on an actual expense basis as evidenced by a receipt.
- B. Board of Trustees members
 - a. Board of Trustee members will be reimbursed at an hourly rate equal to 1/24th of the maximum allowable per diem rate (lodging + subsistence) in effect at the time of travel for the specific area or locality. They will be reimbursed from the time they leave home until they return home.
 - b. Private automobile mileage will be reimbursed at the maximum allowable rate. Other modes of transportation will be reimbursed as actual costs as evidenced by a receipt.
 - c. Miscellaneous travel expenses defined as reimbursable per OFM will be paid on an actual expense basis as evidenced by a receipt.
- C. Bus Monitors in travel status
 - a. Bus Monitors will be reimbursed for the cost of meals they incur at the per meal rate, if they work three hours or more hours before and/or after their regularly scheduled working hours.
 - b. Bus Monitors must be traveling during normal meal times to be eligible for reimbursement.

Miscellaneous Travel Expenses

- A. Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the employee. Reimbursable expenses include, but are not limited to
 - a. Taxi fares (including a customary tip or gratuity), motor vehicle rentals, parking fees and ferry and bridge tolls
 - b. Registration fees required in connection with attendance at approved conventions, conferences and official meetings.
 - c. Rental of room in a hotel or other place that is used to transact official business. The room rental is reimbursable as a separate item when authorized by the agency head or authorized designee.
 - d. Charges for necessary facsimile (fax) services.
 - e. Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the agency head or authorized designee.
 - f. The actual cost of laundry and/or dry cleaning expenses, as evidenced by a receipt, is authorized for employees in continuous travel status for more than five (5) days. Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$25 on the "Detail of Other Expense" portion of the Travel Expense Voucher (A20-A).
- B. Whenever possible, motor vehicle rentals, registration fees, rental of rooms for official business, and other miscellaneous travel expenses in excess of \$50 are not to be paid by the employee. The vendor of the services is to be

requested to bill the agency in accordance with prescribed purchasing requirements.

- C. The cost of personal care attendant services, which are required by disabled employees in order for them to travel, will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant. The maximum reimbursement for such costs is not limited by the dollar amount established in paragraph "B" above. Instead, the maximum reimbursement for such costs is to be set by the agency head or authorized designee, as part of the agency's required positive system of control over travel.
- D. Certain travel expenses are considered as personal and not essential to the transaction of official state business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to
 - a. Valet services, entertainment expenses, radio or television rental and other items of a similar nature. Valet services are defined as the hiring of a personal attendant who takes care of the individual's clothes or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled employee under the provisions of paragraph "C" above.
 - b. Taxi fares, motor vehicle rental and other transportation costs to or from places of entertainment and other similar facilities. In addition, transportation expenses between an employee's official residence and official station are not allowable.
 - c. Costs of personal trip insurance (such as personal accident insurance, personal effects insurance and extended liability insurance), and medical and hospital services.
 - d. Personal telephone calls of an employee. However, reasonable charges for brief, personal telephone calls to the home of the employee are allowable.
 - e. Any tips or gratuities associated with personal expenses, such as those listed here in paragraph "D" are not reimbursable.

Submitting expenses for reimbursement

Employees (including bus monitors and Board of Trustee members) are responsible for submitting approved travel expenses for reimbursement to the Business Office.

1. Employees and Board Members will submit a completed and approved Travel Expense Voucher (Form A20-A) and any necessary documentation to the Business Office for reimbursement.
2. Accounts Payable will obtain approving signature (Financial Operations Administrator) and process payment.
3. Board of Trustee warrants will be mailed. Employee warrants will be handed out either through the Business Office or their respective department heads.

Compliance with the American with Disabilities Act (ADA)

- A. Compliance with the Americans with Disabilities Act is considered advantageous. All state personnel are to be afforded equal opportunity to perform travel for official business even if the travel costs for disabled travelers will exceed what would normally be most economical to the state. For example:
1. When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket so the traveler can fly on a larger airplane that can accommodate the wheelchair.
 2. When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.
- B. Documentation Requirements - Travel authorizations and travel claims should be annotated that the extra costs were required to comply with the Americans with Disabilities Act.

Legal Reference: State Administrative & Accounting Manual (SAAM) Chapter 10 (<http://www.ofm.wa.gov/policy/10.htm>)

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