

**WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS &
HEARING LOSS**

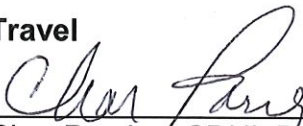
POLICY: 6213

Adopted: May 13, 2004

Revised: May 11, 2018

SUBJECT: **Travel**

Approved by:



Char Parsley, CDHL Board of Trustees Chair

Purpose:

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

The following persons must comply with all applicable laws, policies and procedures for the State of Washington and CDHL:

- All CDHL employees and volunteers, that CDHL has legal authority to utilize, unless otherwise provided by law.
- All CDHL officers shall comply with [SAAM 10.70](#), Boards, Commissions or Committees.
- Persons, other than CDHL employees, whose travel expenses are authorized by statute, but the statute is silent as to amount.
- Contractors, unless there are specific contractual arrangements modifying travel reimbursement.

SAAM policies may be used as a guideline for payment of legally authorized travel expenses for students and other clients of the CDHL. ([SAAM 10.10.05](#))

Any travel policies not specifically covered in this policy and accompanying procedure (6213P) will be in accordance with the Office of Financial Management (OFM) in Chapter 10 of the State Administrative & Accounting Manual (SAAM).

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

The CDHL Board of Trustees directs the executive director to develop procedures in accordance with SAAM policies.

Legal References:

- Chapter 10 of the State Administrative & Accounting Manual (SAAM).
<http://www.ofm.wa.gov/policy/10.htm>
- Ethics law:
 - <http://app.eg.wa.gov/RCW/default.aspx?cite=42.52&full=true>
 - <http://apps.leg.wa.gov/WAC/default.aspx?cite=292>