



Department Policy No. FIN-102-02

Title:	Travel Policy
Former Number:	02-002-02
Authorizing Source:	RCW 43.03,RCW 43.88.160
References	State Administrative & Accounting Manual (SAAM), including but not limited to Chapter 10 – Travel and Chapter 70 - Other Administrative Regulations, (http://www.ofm.wa.gov/policy/10.htm) http://www.ofm.wa.gov/policy/70.htm Policy No. HR-207-03 Ethics Policy No. RSM-602-11 Motor Vehicle Operators Policy Fair Labor Standards Act (FLSA) State of Washington Ethics Law
Information Contact:	Accounting Manager Building #1 (253) 512-7878
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Approved By:	 Timothy J. Lowenberg, Major General The Adjutant General Washington Military Department Director

Purpose

The purpose of this policy is to provide the regulations required for approval and expense reimbursement of any individual traveling on behalf of the Washington Military Department (WMD). By this policy an expectation is set that all employees, volunteers, or contractors traveling on behalf of the WMD conduct themselves in an ethical and professional manner as exhibited by their behavior and adherence to the Ethics Laws with the State of Washington.

Scope

This policy applies to all state employees, volunteers, contractors, and guard members on state active duty who are authorized by the Adjutant General or Division Directors to perform official state travel related to their prescribed duties. This policy does not apply to federal personnel to include Active Guard Reserves (AGRs), traditional guard members in a federal military status, or military technicians. Where collective bargaining agreements are silent the policy and its requirements will prevail.

Policy

1. Authority
 - a. WMD will follow the State Administrative and Accounting Manual (SAAM) rules and regulations regarding travel and travel related expenses as issued and revised by the Office of Financial Management (OFM).
 - b. Where SAAM requires WMD to have its own policies and procedures on a specific section, that policy and procedure is hereby adopted and incorporated as part of WMD policy as listed below.

1. Authority
2. Alternatives to travel
3. Delegated Approval
4. Prior Authorization for Travel
5. Individual Travel Charge Card
6. Travel Advances
7. Reimbursement less than OFM Allowable Amounts
8. Direct Payment to Vendors
9. Travel Reimbursement by an Non-state Entity
10. Boards and Committees
11. Travel Reimbursement to a non-State Employee
12. Cost of Personal Care Assistants
13. Travel/Work Time
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15. Meal Periods
16. Airfare
17. Review Purchases of Airfare
18. Baggage Fee for International Travel
19. Use of State Owned Vehicle or Privately Owned Vehicle
20. Use of Rented Vehicles
21. Travel Expense Voucher
22. Taxable Fringe Benefits for Meals

23. State Active Duty Travel

24. Forms

- c. WMD travelers are to comply with all OFM and departmental travel regulations.
 - d. Travel regulations are applicable to contractors unless there are specific contractual arrangements covering travel reimbursement.
 - e. If it is determined that the WMD policy is in conflict with the SAAM, the SAAM prevails. Travelers are expected to exercise prudent judgment in incurring travel expenses while on official state business. Transportation shall be by the most economical mode within time and availability constraints and in accordance with OFM and Department Regulations. By signing the travel expense voucher, the traveler and approver are stating that the criteria of using the most economical and most advantageous travel alternatives to the state were met. Excessive or unnecessary expenses shall not be approved or reimbursed and may be subject to corrective or disciplinary action.
2. Alternatives to travel. Other alternatives to travel, as well as less expensive means of travel should always be considered. These methods should include, but are not limited to:
- a. Teleconferencing and video conferencing;
 - b. Video recordings and published reports;
 - c. Car-pooling and greater use of public transportation;
 - d. Reduced frequency of regularly scheduled out-of-town meetings;
 - e. Restrictions on the number of staff traveling to the same meeting or event
3. Delegated Approval
- a. Division Directors who appoint a designee must provide the designee's name and their specific authority by e-mail to the Finance Division Travel Desk.
 - b. Supervisors may approve all other travel that does not require the Adjutant General or Division Director's approval.
 - c. Supervisors can approve travel vouchers for payment only if required prior approvals were attained.
 - d. Division Director's may establish higher approval levels than what is provided in (b) and (c) above.
 - e. The WMD Director will approve all Division Directors travel. The Finance Director will sign travel authorizations for the WMD Director (SAAM 10.80.30.c).
4. Prior Authorization for Travel
- a. Out-of-state travel must be approved by the Division Director or their designee on an A 40-A.
 - b. Travel outside the Continental United States, Alaska, and British Columbia, Canada, must have prior written approval from the Governor's Office (SAAM 10.10.50.b). Request to the Governor's Office **must** be in memo format, processed through the WMD Director's office, and shall require the following information:

- (1) What is the purpose of the trip and how does it relate to the employee's work assignments?
- (2) What are the expected benefits of this trip?
- (3) Could an alternate approach have been used to achieve the same results?
- (4) The memo shall be in the format per the Governor's Executive Correspondence Guidelines.

NOTE: The State of Washington's liability insurance protection does not cover persons traveling on official state business outside the United States and Canada. WMD **must** purchase special coverage. If this coverage is needed, allow plenty of time (6 – 8 weeks) prior to the travel for the Risk Manager to attain the necessary coverage.

5. Individual Travel Charge Card

The State of Washington offers an individual travel card for employees wanting a convenient method for charging and tracking travel expenses.

- a. Applications for the state individual travel card are requested from and processed through the Finance Division Travel Desk.
- b. Use of the individual charge card:
 - (1) It is the individual cardholder's responsibility to maintain the account in good standing by making required payments prior to the next billing date per the monthly statement.
 - (2) The individual travel card can only be used for travel related expenses. The Finance Division Travel Desk can provide a list of the types of businesses where the individual travel card can be used.
 - (3) The expenses charged on the individual charge card will be reimbursed per established policy and procedures for reimbursement of travel.
- c. The Finance Division Travel Desk shall keep a log of all individual charge cards and monitor usage. Abuse of the card could result in cancellation and/or corrective or disciplinary action.
- d. Any default in making payments by the individual travel card will result in cancellation.
- e. Any payment on a defaulted individual payment card made by WMD will be reimbursed by the employee through the payroll system or other agreed upon process.

6. Travel Advances

WMD will follow SAAM 10.80.60 related to travel advances, unless agency policy is more restrictive (SAAM 10.10.10b). In addition to SAAM, WMD requires:

- a. That all travel advance requests be made at least fifteen (15) working days in advance of the proposed departure. When confronted with an unexpected trip, attach a note informing the Finance Division when you need your advance.
- b. The appropriate Division Director, or their designee, **must** approve travel advances on A 40-A.
- c. The advance should not cover a period exceeding 30 days.

- d. The advance amount is limited to 90 percent of the total estimated allowable reimbursable travel costs, excluding POV mileage (SAAM 10.80.60.b7).
- e. Portions of travel advances not expended are not carried forward to subsequent travel periods, but **must** be remitted to the Finance Division on or before the tenth day following the period for which the authorized travel period ended. If the traveler who received the advance owes the state money, the travel expense voucher (A20-A), along with a check payable to the Washington Military Department is to be submitted to the Finance Division.
- f. WMD will not make advances of any kind to any employee having been delinquent in repaying a previous advance.
- g. If a trip is canceled when an advance was given, the employee shall return the warrant to the Finance Division for cancellation. If the warrant has already been redeemed a personal check for the total amount shall be provided to the Finance Division.

NOTE: Employees with Individual Travel Charge Cards will not be eligible for travel advances. Exceptions **must** be requested from the Finance Director.

7. Reimbursement less than OFM Allowable Amounts SAAM 10.10.10.b
A lower rate reimbursement is allowable for mileage, meals, and lodging for budget reasons and/or the travel is non-mandatory.
 - a. The Division Director or designee must approve in advance.
 - b. Must be provided to the traveler in writing prior to traveling.
8. Direct Payment to Vendors
Direct payment to vendors for meals and lodging is allowed (SAAM 10.80.55)
 - a. Must be approved in advance by the Division Director via a purchase order or contract.
 - b. Travelers or attendees must be listed.
 - c. The cost per traveler or attendee can be no greater than allowable rates and exceptions for reimbursement.
9. Travel Reimbursement by an Outside-state Entity (SAAM 10.20.60)
 - a. When a WMD traveler's expenses are to be reimbursed by a person or a non-state entity, the traveler will not be reimbursed more than the actual expense for lodging (as evidenced by a receipt) and the maximum subsistence allowance rates as provided by SAAM 10.90.
 - b. The traveler will note on the travel authorization when a non-state entity will be reimbursing expenses. The information should include: name and address of the non-state entity and clearly note the portion of the travel that will be reimbursed.
 - c. The reimbursement check will be made out to the Washington Military Department. The check should go directly to Finance and **not** the traveler. If a traveler does personally receive reimbursement from a non-state entity, the traveler **must** provide payment to the Finance office by the next workday upon receipt of reimbursement to the traveler. The Master Index (MI) that the original cost was charged to **must** be provided in order to apply the reimbursement.

d. For honorariums and gifts see Department policy No. HR-207-03.

10. Boards and Committees

Reimbursement of WMD advisory, coordinating, or planning board or committee members will be reimbursed on the same basis as state employees (SAAM 10.70.20).

11. Travel Reimbursement to a non-State Employee (SAAM10.20.60)

There are a number of situations where non-state employees travel at the request of WMD. WMD agrees to reimburse the non-state employee for travel costs.

- a. Non-state employee is defined as any person who travels at the request of WMD, and the travel is not part of, or included in, an existing contract. It does not include emergency workers or mutual aid agreements as these individuals are covered elsewhere in rules. Specifically, this would include, but is not exclusive to, individuals to be trained, members of WMD created committees, advisory groups, volunteers, and task forces. This definition does not include recruitment candidates who are covered by other SAAM rules, any state employee from WMD, other state agencies, boards, committees, commissions, advisory groups, or task force members appointed by the Governor.
- b. Advance written approval is required for a non-state employee or volunteer expense reimbursement by the Division Director in writing. The requester should write a request explaining the benefits to WMD and the estimated travel costs using state form A40-A.
- c. Travel expenses are reimbursed in amounts not greater than the maximum allowed for WMD employees using privately owned vehicles. This does not exclude using common carriers. Parking fees, ferry fares, bridge tolls, etc. are reimbursable.
- d. Volunteers may receive the same per diem lodging and meal rates paid to WMD employees. To be granted the "Three-Hour Rule" (See 10.40.50); it is assumed that volunteers work 8:00 a.m. to 5:00 p.m. Volunteers **must** use the Travel Expense Voucher (A20-A) to claim reimbursement. The written approval **must** be attached to the travel voucher to receive reimbursement.
- e. Non-state Employee Expenses: The State of Washington's liability protection may be available for some motor vehicle operators or passengers such as contractors or volunteers, and for persons traveling on official state business outside the United States. Before authorizing travel in these situations, divisions should contact WMD's Risk Manager to discuss coverage and financial risk to WMD.
- f. If a committee member/non-state employee/consultant is paid any amount beyond travel and per diem such as expenses for conducting a workshop, honorariums, etc., a personal service contract **must** be prepared and approved in accordance with SAAM and WMD contract policies and procedures.

12. Cost of Personal Care Assistants

The cost of personal care attendant services, which are required by disabled travelers in order for them to travel on official state business, will be allowed as a

miscellaneous travel expense. Cost estimates should be documented using a State Form A40-A.

- a. The maximum reimbursement for such costs is limited to the state per diem rates, additional airline ticket, separate hotel room, plus the wages of the attendant, if applicable.
- b. An A40-A should be completed in advance of the travel with estimated travel costs. The Division Director **must** approve these costs prior to travel (SAAM 10.60.30).
- c. The attendant will submit a separate travel reimbursement request and include any billing for wages.

13. Travel/Work

- a. Travel time starts when leaving the official workstation, official residence, lodging, or temporary duty station.
- b. Travel time ends when the place of lodging, official residence, official workstation, or temporary workstation is reached.
- c. Airport time as work time will be limited to the two hours that is generally recommended to arrive at the airport.

14. Personal Telephone Calls

If the traveler is not provided a WMD cell phone or would prefer not to use a personal cell phone for WMD business while in travel status the following alternatives are provided (SAAM 10.20.20.3):

- a. The traveler should attain a calling card from Information Technology/Telecom Operations prior to traveling.
- b. If the traveler was unable to attain a calling card, the traveler may call the office from the hotel to discuss business and be reimbursed. If the call will last more than five minutes the traveler should ask the office to call him/her back. The calls would need to be listed and documented on how they are job related to receive reimbursement.
- c. Personal calls per (a) and (b) above should be limited to exchanging needed information with others, such as phone number, hotel room number, etc.
- d. Personal calls should be limited to one call per day for a maximum of 5 minutes. If additional time is needed, the employee should request that the other party call them back.

15. Meal Periods (SAAM 10.40.50.)

In addition to meeting the three-hour rule for meal reimbursement, WMD has determined that employees **must** be in travel status during the following entire time intervals:

- a. Breakfast: 6:30 a.m. to 8:00 a.m. PST
- b. Lunch: 11:00 a.m. to 1:00 p.m.
- c. Dinner: 5:00 p.m. to 6:30 p.m.

These meal periods are applicable to all work schedules.

Travelers **must** be in travel status the entire WMD determined meal period in order to qualify to collect subsistence payments for meals, except as provided for under the special meal with meetings provisions.

NOTE: If a travel voucher is submitted that does not indicate the employees work schedule in the proper box on the travel voucher form, the state travel desk will assume the work hours are from 8:00 a.m. to 5:00 p.m. This is needed for the determination of the Three-Hour Rule.

16. Airfare

- a. An approved General Administration (GA) travel agent or on-line service must be used to order air fare.
- b. A GA contracted air carrier must be used, unless otherwise allowed per SAAM 10.50.50 or the air carrier contract.
- c. All airfare will be purchased with the use of the WMD's central travel account. Under no circumstances shall an employee purchase a ticket with their own checking/charge account, unless the emergency requirements of SAAM 10.50.70 or SAAM 10.50.75 are met.

17. Review Purchases of Airfare

WMD will periodically review the purchases of airline tickets to ensure compliance with state travel regulations and terms of airline contracts. The WMD Travel Desk will receive Travel Authorization (TA) logs from divisions on a regular basis for an after the fact audit.

18. Charges for International Travel

Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags will be reimbursed. Cost for any WMD provided supplies or presentation items will be reimbursed. Any other charges international airlines may charge, such as for seating assignment, will be reimbursed.

19. Use of State Owned Vehicles or Privately Owned Vehicles (POV)

- a. Priority of Use
 - (1) A vehicle owned by the State Motor Pool or WMD must be used if available.
 - (2) Reimbursement of the use of a POV will not be reimbursed unless,
 - a) It is documented that a state vehicle is not available.
 - b) It can be proven in writing that it is more economical to reimburse at the state rate for use of a POV.
 - c) If a vehicle needs to be left at an airport parking lot for more than one day. No state vehicle will be left in an airport parking lot for more than one day.
 - d) Due to a Reasonable Accommodation documented through the appropriate chain.
 - (3) Even if a state vehicle is available, for personal convenience a traveler can elect to use a POV, but there will be **no** reimbursement for mileage.

- (4) A traveler who has a state driver's license, but who has restrictions making them ineligible to drive state vehicles may use their POV, but there will be no reimbursement for mileage.
- c. Operators of a state vehicle are required to possess a valid Washington State Operators license and Policy RSM-602-11 (Motor Vehicle Operators) will be complied with. A traveler may drive a state vehicle home (to their private residence) and park overnight when leaving early in the morning or returning late at night. This allowance cannot be used if the travel route from and to the private residence passes the storage location of the vehicle.
- d. There cannot be a passenger or animal in a state owned vehicle that is not being transported for state business.
- e. State employees serving as a union representative during a union meeting may not use a state vehicle for transportation to or from a union meeting.
- f. Reimbursement for use of a POV.
 - (1) Must meet an exception in a(2) above
 - (2) Be reimbursed at mileage rate per SAAM 10.90.20.
 - (3) Reimburse based on either actual odometer readings (**must** be indicated on the travel expense voucher) or the vicinity and point-to-point miles as noted by the Washington State map or internet web site directions.
- g. There will be no reimbursement for parking tickets, moving violations, or toll violations.
- h. There will be no reimbursement for damages and deductibles relating to the privately-owned vehicles used on official state business.
- i. There will be no reimbursement for service calls for state vehicles or POVs due to the negligence of the traveler. These service calls will include, but are not limited to:
 - (1) Unlock a vehicle, because the key was locked in the car.
 - (2) A jump to the battery because a light was left on.
 - (3) Assistance needed because the gas tank was taken to empty.
- j. If the decision to take a POV is driven by the desire to accommodate an employee or other person who could not be taken in a state vehicle, **no** reimbursement will be made for the POV use.

20. Use of Rented Vehicles (SAAM 10.50.35)

- a. When available, the state rental vehicle contract must be used. The rental of the vehicle must be charged to the WMD central travel account.
- b. Insurance for rental vehicles is included in the state contract. Insurance is not to be added to rental car agreements and will not be an approved expense.
- c. If the state rental vehicle contractor is not available or has no available vehicles, another vehicle rental contractor can be used, and the traveler can charge to their personal credit card. Additional insurance will be reimbursed.
- d. The traveler can use the rental vehicle for incidental personal travel, such as meals or to pick up personal items needed during the trip. Other transportation must be arranged for entertainment or personal shopping trips.

- e. When a traveler couples a personal vacation or sightseeing with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation or sightseeing portion of the trip.
- f. No non-business related passenger shall be allowed in a state rented vehicle.

21. Travel Expense Voucher

- a. The preferred method for processing travel reimbursement is the Travel and Expense Management System (TEMS).
- b. The request for reimbursement of travel expenses maybe deferred up to 90 days if accumulated reimbursement is less than \$25, unless d below applies.
- c. If over \$25 request for reimbursements must be turned in by the 10th of the following month.
- d. All requests for reimbursements must be turned in by July 10th after the end of each state fiscal year. At the end of the federal fiscal year or the grant activity period all requests for reimbursement must be in by the 10th of the following month after close.
- e. If a travel advance was received a travel voucher must be processed monthly.
- f. Travel vouchers may be submitted more often when the amount of reimbursement is substantial.
- g. Payment of expense vouchers by the State Finance Office will be made no later than 10 working days following receipt of a properly completed voucher.
- h. All miscellaneous travel related expenses must be listed on the travel voucher, and original receipts attached for all expenditures over \$50, to receive reimbursement.
- i. Expenses from different state or federal fiscal years must be submitted on separate travel vouchers.

22. Taxable Fringe Benefits for Meals

If the employee or non-employee receives reimbursement for meals while in travel status and is not required to be away from home overnight, the value of the meal is taxable.

- a. For those meals found to be taxable, the employee or non-employee will continue to receive full payment for travel through the Agency Financial Reporting System (AFRS).
- b. Subsequent to the reimbursement for the taxable fringe benefit, the Travel Desk will forward a copy of the vouchers with taxable fringe benefits to Payroll, who will then recognize the tax withholding. Payroll will process the taxable fringe benefit for reporting and withholding through the central payroll system.
- c. All taxable benefits **must** be completed quarterly and always by the end of the taxable calendar year.
- d. Taxable benefits for contractors and volunteers will be report through the 1099 process at the end of each calendar year.

23. State Active Duty Travel

- a. Mileage

- (1) Government vehicles will be provided to perform during the mission and transportation from and to the duty station at the beginning and end of the mission.
 - (2) No mileage reimbursement will be provided for the commute to the duty station.
 - (3) Mileage reimbursement will be provided if required to report to a temporary duty station that is a greater distance away than the official duty station.
 - a) Only the increased miles will be reimbursed.
 - b) No mileage will be reimbursed if there is daily commute to a temporary duty station.
 - (4) Mileage will be reimbursed per a submitted Form A20-A Travel Expense Voucher at the allowable rate per SAAM 10.90.20
- b. Meals
- (1) Meals will be paid for using the provided state purchase card.
 - (2) The cost of the meal per individual is allowable up to the meal cost per SAAM 10.90.20, including gratuity. There will be no averaging the meal cost for a group.
 - (3) Alcoholic beverages will not be reimbursed.
- c. Lodging
- (1) Commercial lodging will only be provided if lodging is not provided using WMD or federal facilities, or accommodations provided by other government agencies.
 - (2) The use of the commercial lodging must be approved by the Finance Director or designee.
 - (3) Commercial lodging will be paid for using the state provided purchase card.
 - (4) The rate for lodging should follow SAAM 10.90.20. Any rate charge higher than allowable per SAAM 10.90.20 must be approved in advanced by the Finance Director.

24. Forms

All forms referred to in this policy are state or departmental forms. The forms can be found on WMD (state) web page <\\Milwbcpm01\Intranet\Forms\FormsMain.htm>.

The complete identification of forms used or referred to is listed below:

- a. State forms:
 - (1) Form A20-A Travel Expense Voucher
 - (2) Form A40-A Travel Authorization
- b. WMD forms:
 - (1) MIL FORM 802, Approval for High Cost Lodging
 - (2) MIL FORM 803, Approval for Coffee & Light Refreshments
 - (3) MIL FORM 804, Approval for Working Lunch