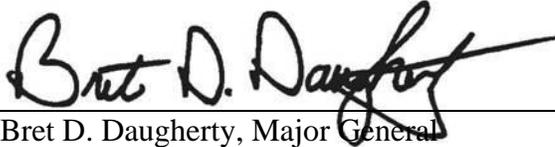




Department Policy No. FIN-102-02

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:	Chief Financial Officer Building #1 (253) 512-8115
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Revised:	March 1, 2020
Approved By:	 Bret D. Daugherty, 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). This policy sets an expectation 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 State of Washington's Ethics Laws.

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.
- c. WMD travelers are to comply with all OFM and departmental travel regulations. If it is determined that the WMD policy is in conflict with the SAAM, the SAAM prevails.
- d. Travel regulations are applicable to contractors unless there are specific contractual arrangements covering travel reimbursement.
- e. 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 are 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; and
- e. Restrictions on the number of employees traveling to the same meeting or event.

3. Prior Authorization for Travel

- a. Out-of-state travel must be pre-approved by the division director or their designee on an A 40-A. Division directors' out-of-state travel must be pre-approved by the Adjutant General or Assistant Adjutant General.
- b. Travel outside the Continental United States (with the exception of 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 WMD benefits of this trip?
 - (3) Could an alternate approach have been used to achieve the same results?

The memo shall be in the format per the Governor's Executive Correspondence Guidelines, available online at

<https://www.governor.wa.gov/sites/default/files/documents/ExecutiveGeneralCorrespondenceGuidelines.pdf>.

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 the traveler must notify the WMD Risk Manager 6-8 weeks prior to traveling so the Risk Manager can obtain the necessary coverage.

4. Delegated Approval

- a. Division directors who appoint a designee for travel approvals must provide the designee's name and their specific delegated authority in writing to the Finance Division Travel Desk.
- b. Supervisors may approve subordinate employees' travel that does not require the Adjutant General, Assistant Adjutant General, or Division director's approval.
- c. Supervisors can approve travel reimbursement requests only if required prior approvals were obtained.
- d. Division directors may establish higher approval levels than what is provided in b. and c. above.
- e. The Adjutant General or Assistant Adjutant General must approve all division directors' travel. The Finance Director will sign travel authorizations for the WMD Director (SAAM 10.80.30.c).

5. Direct Payment to Vendors and/or Contractors

Direct payment to vendors for meals and lodging is allowed (SAAM 10.80.55) under the following conditions:

- a. It 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.

6. 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 the State Finance Division and **not** to the traveler. If a traveler does personally receive reimbursement from a non-state entity, the traveler **must** provide payment to the State Finance Division 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.
- e. This section does not apply to travel costs paid directly by a third party.

7. Travel Reimbursement to a non-State Employee (SAAM 10.20.60)

There are situations in which 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 at WMD's request; volunteers; and members of WMD-created committees, advisory groups, and task forces. This definition does not include recruitment candidates who are covered by other SAAM rules; any state employee from WMD or other state agencies; or members of 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 request should explain the benefits to WMD and the estimated travel costs using state form A40-A.

- c. 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).
- d. 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.
- e. Volunteers may receive the same per diem lodging and meal rates paid to WMD employees. Volunteers are assumed to work an eight-hour day, so they must be in working status for at least 11 hours to be eligible for per diem reimbursement. 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.
- f. 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.
- g. If a non-state employee 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.

8. Cost of Personal Care Assistants

The cost of personal care attendant services that are required by travelers who have an approved reasonable accommodation 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.

9. 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 prior to scheduled flight departure that is generally recommended to arrive at the airport, or three hours for international flights.

10. Meal Periods (SAAM 10.40.50.)

- a. Meal periods are defined as follows, applicable to all work schedules:
 - (1) Breakfast: 6:30 a.m. to 8 a.m.
 - (2) Lunch: 11 a.m. to 1 p.m.
 - (3) Dinner: 5 p.m. to 6:30 p.m.
- b. For overnight travel assignments, the traveler must be in travel status during the entire meal period to receive a meal allowance.
- c. For non-overnight travel assignments, the traveler must meet the following criteria to be eligible to receive a meal allowance:
 - (1) Three-hour rule: The traveler must be in travel status for at least three hours more than their regularly scheduled work day. For example, If the employee works a 4/10 schedule, they must be in travel status for at least 13 hours. If the employee works a 5/8 schedule, they must be in travel status for at least 11 hours.
 - (2) The traveler must be in travel status during the entire meal period. The traveler may not stop for a meal just to meet the three-hour rule.
- d. If a travel reimbursement request is submitted that does not indicate the employee's work schedule in the proper box on the travel voucher form, the state travel desk will assume the work hours are from 8 a.m. to 5 p.m. This is needed for the determination that the employee was in travel status three hours more than their normal work day.

11. Airfare

- a. Airfare must be purchased using the state master contract for travel approved by the Department of Enterprise Service (DES), unless otherwise allowed per SAAM 10.50.50.
- b. 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 10.50.45 or SAAM 10.50.70.
- c. Airline fees, such as checked baggage fees or overweight bag charges, may be paid using the employee's travel card or personal funds, and are reimbursable.

12. 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.

13. 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.

14. Vehicle Use

a. Employees may use a state-owned vehicle, personally owned vehicle, or rental vehicle for travel. However, the following limitations exist.

(1) State-Motor Pool or WMD Owned Vehicles

- a. WMD prefers employees use vehicles owned by the State Motor Pool or WMD if possible.
- b. Operators of a state vehicle are required to possess a valid driver's license and will comply with WMD policy SAF-602-11 (Motor Vehicle Operator's Policy). 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.
- c. Animals and passengers are prohibited in state-owned vehicles unless the animal or passenger is being transported for state business. Personal care assistants and service animals are permitted.
- d. 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.
- e. State vehicles may not be left overnight for more than one night at airport parking.

(2) Personally-Owned Vehicles (POV)

- a. Employees may choose to use a personally owned vehicle for convenience or personal preference, but they will not be reimbursed for mileage except under the following circumstances:
 - i. It is documented that a state vehicle is not available.
 - ii. It can be proven in writing that it is more economical to reimburse at the state rate for use of a POV.
 - iii. 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.

- iv. Due to a Reasonable Accommodation documented through the appropriate chain.

If reimbursement is requested for POV usage, the traveler must document the reason on the reimbursement request.

- b. 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. Eligible mileage for travel using a POV will be reimbursed at mileage rate per SAAM 10.90.20.
- d. Reimbursement requests for mileage must be 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.
- e. There will be no reimbursement for damages and deductibles relating to the privately-owned vehicles used on official state business.

(3) 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 reimbursable expense.
- c. If the state rental vehicle contractor is not available or has no available vehicles, another rental vehicle provider can be used and the traveler can charge to their personal credit card or travel card. In these cases, the cost of vehicle rental to include 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 private transportation must be arranged for personal activities such as entertainment or personal shopping trips.
- e. Animals and passengers are prohibited in rental vehicles unless the animal or passenger is being transported for state business. Personal care assistants and service animals are permitted.
- f. 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.
- g. No non-business-related passenger shall be allowed in a state rented vehicle. Personal care assistants are permitted.

(4) Ineligible Charges

- a. 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:
 - i. Unlock a vehicle because the key was locked in the car.
 - ii. A jump to the battery because lights were left on.
 - iii. Assistance needed because the gas tank was taken to empty.
- b. There will be no reimbursement for parking tickets, moving violations, or toll violations.

15. Lodging (SAAM 10.30)

- a. Lodging is reimbursable when the employee's temporary duty station is located more than 50 miles from the closer of either the traveler's official residence or the official duty station.
- b. Employees may select their own preferred commercial lodging facility and pay for lodging using their agency travel card or personal funds. Employees are encouraged to apply for all tax exemptions or reduced rates offered to governmental workers.
- c. Lodging costs are reimbursable based on actual costs, as evidenced by a lodging receipt, which must be submitted with the travel reimbursement request. Reimbursement for lodging is limited to the Per Diem Maximum Lodging Amounts authorized in SAAM 10.90.20. Room rental and taxes are reimbursable, as are necessary business expenses such as internet access. Additional fees incurred at the traveler's convenience, such as room service fees, phone calls or movie rental fees, are not reimbursable.
- d. In some cases, the maximum allowable lodging amount may not be adequate and the employee may request reimbursement at a higher rate. For the circumstances listed in SAAM 10.30.20.a, a request for reimbursement not to exceed 150% of the applicable maximum per diem rate may be approved by the Adjutant General, division director, or Chief Financial Officer (CFO). For the circumstances listed in SAAM 10.30.20.b, a request for reimbursement that exceeds 150% of the applicable maximum per diem rate must be approved by the Adjutant General. High-cost lodging must be pre-approved using MIL Form 1014-20 (Approval for High Cost Lodging).
- e. Employees should not use peer-to-peer property rentals (such as AirBnB, VRBO, or similar marketplaces) due to risk concerns, unless appropriate accommodations are not available through commercial lodging. Use of a peer-to-peer property rental must be pre-approved by the employee's Division Director and the Chief Financial Officer (CFO), using MIL Form 1013-20 (Approval for Peer-to-Peer Rental).

16. Travel Expense Voucher

- a. The preferred method for processing travel reimbursement is by travel voucher via the Travel and Expense Management System (TEMS).
- b. Travel reimbursement requests must be submitted by the 10th of the following month unless the request is less than \$25, in which case it may be deferred up to 90 days or until the traveler's reimbursements accumulate to at least \$25. At the end of the federal fiscal year or the grant activity period all requests for reimbursement must be submitted by the 10th of the following month after close.
- c. Travel reimbursement requests that are not submitted within 90 days of the completion of the trip may be denied for reimbursement. Any reimbursement requests submitted more than 90 days after completion of the trip must be approved by the division director.
- d. 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.
- e. All miscellaneous travel related expenses must be listed on the travel voucher, and original receipts attached for all expenditures over \$50, to receive reimbursement.
- f. Expenses from different state or federal fiscal years must be submitted on separate travel vouchers.

17. 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 reported through the 1099 MISC process at the end of each calendar year.

18. National Guard State Active Duty Travel

- a. Mileage
 - (1) Government vehicles will be provided for business use during the activation.
 - (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 transportation provided 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 a 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 may not be purchased using a state purchase card.
- 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 a state 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.

19. Forms

All forms referred to in this policy are state or departmental forms. 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 803, Approval for Coffee & Light Refreshments
 - (2) MIL FORM 804, Approval for Working Lunch
 - (3) MIL FORM 1013-20, Approval for Peer-to-Peer Lodging
 - (4) MIL FORM 1014-20, Approval for High Cost Lodging