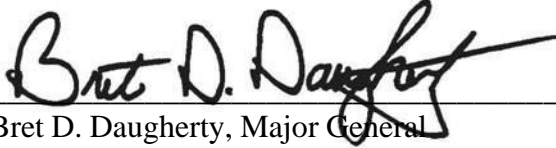




Department Policy No. FIN-102-02

Title:	Travel Policy
Former Number:	02-002-02
Authorizing Source:	RCW 43.03, RCW 43.88.160
References:	Fair Labor Standards Act (FLSA) Ethics in Public Service Act (RCW 42.52) Title 46 RCW – Motor Vehicles 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 DES Enterprise-Wide Transportation Policy WMD Policy HR-207-03 Ethics WMD Policy SAF-602-11 Motor Vehicle Operator Policy WMD Policy FIN-107-12 Handling and Safeguarding of Cash Receipts OFM Mileage Reimbursement Examples
Information Contact:	Chief Financial Officer Camp Murray, Building #1 (253) 512-7498
Effective Date:	November 14, 2002
Mandatory Review Date:	March 15, 2027
Revised:	March 15, 2023
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

This policy governs all travel by state employees when representing the Washington Military

Department (WMD), as well as all travel on behalf of the WMD that is to be reimbursed by the state of Washington.

Scope

This policy applies to all state employees and contractors who are authorized by the Governor, the Adjutant General (TAG) and/or division directors to perform official state travel related to their prescribed duties. It also applies to Washington National Guard and Washington State Guard members when activated on State Active Duty. It does not apply to federal personnel to include Active Guard Reserves (AGRs), traditional guard members in a federal military status, or military technicians.

Travel in support of an Emergency Management Assistance Compact (EMAC) or Pacific Northwest Emergency Management Arrangement (PNEMA) agreement is outside the scope of this policy and must follow the policies and procedures documented in the EMAC and PNEMA guides.

Policy

1. Governance

- 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. WMD travelers are to comply with all state and departmental travel regulations. If it is determined that the WMD policy conflicts with state law (including the SAAM), state law prevails. Where collective bargaining agreements are silent the policy and its requirements will prevail.
- c. Travel regulations are applicable to contractors that are to be reimbursed by the agency for travel in support of contractual obligations, unless there are specific contractual arrangements covering travel reimbursement.
- d. Per Diem, lodging, and mileage rates are determined by OFM annually, at minimum, and use Internal Revenue Service (IRS) mileage rates and Government Services Administration (GSA) for per diem and lodging rates. Current GSA continental USA rates outside of Washington state are updated yearly and published by October 1st each year. Rates are available here: <http://www.gsa.gov>. Lodging rates do not include taxes or additional mandatory fees. Some locations rates are adjusted to accommodate seasonal needs.
- e. Exceptions to the travel policy to support a reasonable accommodation (RA) or to comply with the American Disabilities Act (ADA) must be validated through the Human Resources Division. Travel authorizations that include exceptions to policy related to RA or ADA requirements must note such on the request, but the condition justifying the reasonable accommodation must remain confidential unless voluntarily disclosed by the traveler.
- f. Any other exceptions to the travel policy must be approved by the Chief Financial Officer.

2. Prudent Judgement Regarding Travel

- a. All employees and contractors traveling on behalf of the WMD must conduct themselves in an ethical and professional manner as exhibited by their behavior and adherence to state ethics laws.
- b. 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, operational needs, and in accordance with OFM and department regulations. Excessive or unnecessary expenses shall not be approved or reimbursed and may be subject to corrective or disciplinary action.
- c. 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:
 - (1) Teleconferencing and video conferencing;
 - (2) Video recordings and published reports;
 - (3) Carpooling and use of public transportation;
 - (4) Reduced frequency of regularly scheduled out-of-town meetings; and
 - (5) Restrictions on the number of employees traveling to the same meeting or event.

3. Authority

- a. All out-of-state travel and travel that includes the purchase of airfare must be pre-approved as specified in this section using the [Travel Authorization Form A40-A, or for SAD travel, a Joint Tasking Order \(JTO\) and mobilization roster](#).
 - (1) Travel reimbursement requests may be approved by the employee's supervisor or other designated approver as defined within this section only if required prior approvals were obtained and actual expenses comply with the travel intent as described on the [Travel Authorization Form A40-A](#). Any reimbursements inconsistent with original travel authorization must be approved by the original authorizer.
 - (2) The [Travel Authorization Form A40-A](#) must include all expected travel expenses, and indicate how the traveler intends to pay for them (agency central airfare or rental car account, agency purchase card, personal funds, or an outside entity as authorized in Section 5).
- b. All employees' travel must be pre-approved by their division director or designee unless specifically proscribed in 3(c) through 3(i) below.
 - (1) Division directors who appoint a designee for travel pre-approvals must provide the designee's name and their specific delegated authority in writing to the WMD State Finance Division at travel@mil.wa.gov.
 - (2) The employee's supervisor may approve travel reimbursement requests.
 - (3) Division directors may establish higher approval levels than what is provided in (1) and (2) above.
- c. All division directors' travel must be pre-approved by the Adjutant General (TAG) or

their designated Assistant Adjutant General (ATAG) if applicable.

- (1) Division directors' travel reimbursement requests must be approved by the CFO.
 - (2) The CFO's travel reimbursement requests must be approved by the Deputy CFO.
- d. All ATAG travel must be pre-approved by TAG.
- (1) ATAG travel reimbursement requests must be approved by the CFO.
- e. The Chief Finance Officer (CFO) must authorize TAG's travel (SAAM 10.80.30.c).
- (1) TAG travel reimbursement requests must be approved by the CFO.
- f. Employees that have federal supervisors must obtain travel authorization from next in line state supervisors i.e., division director, TAG and/or ATAG.
- (1) Travel reimbursement requests for employees that have federal supervisors may be approved by the next in line state supervisor, the Deputy CFO, or the CFO.
- g. All SAD travel must be authorized by the Joint Director of Operations (J3) or Designee.
- (1) All SAD travel reimbursement requests must be approved by the Joint Director of Logistics (J4) or designee.
- h. 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 TAG'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. The traveler must notify the WMD Enterprise Risk Manager 6-8 weeks prior to traveling so the Risk Manager can obtain the necessary coverage if this coverage is needed.

For SAD travel outside of the Continental United States, a letter from the Governor calling the National Guard or State Guard into active state service is assumed to meet this requirement.

- i. To obtain a Travel Authorization number, the traveler must submit [Travel Authorization Form A40-A](#) to State Finance (travel@mil.wa.gov) or to their division's designated travel coordinators (if applicable) within the agency. Designated travel coordinators must submit the Travel Authorization logs to travel@mil.wa.gov monthly for validation.

4. Direct Payment to Vendors and/or Contractors

When the purchase of bulk travel expenses is required (such as a block of hotel rooms or bulk meals), direct payment to vendors is allowed (SAAM 10.80.55) under the following conditions:

- a. It must be approved in advance by one of the following:
 - (1) By the cognizant division director or CFO via purchase order (PO)
 - (2) By the CFO/TAG by a signed contract.
- b. Travelers or attendees must be listed.
- c. The cost per traveler or attendee can be no greater than maximum allowable rates for reimbursement.

5. Travel Reimbursed or Paid for by an Outside Entity (SAAM 10.20.60)

- a. The traveler must indicate on the [Travel Authorization Form A40-A](#) that a non-state entity will be reimbursing expenses. The information should include the name and address of the non-state entity and clearly note the portion of the travel that will be subsidized.
- b. When a WMD traveler's expenses are to be reimbursed for by an entity other than the Military Department, 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.
- c. It is preferred that the reimbursement check be made out to the Washington Military Department and be sent directly to the State Finance Division and not to the traveler. If a traveler does personally receive a reimbursement check addressed to the Washington Military Department from a non-state entity, the traveler must submit the check to State Finance within 24 hours of receipt as required in [WMD Policy FIN-107-12, Handling and Safeguarding of Cash Receipts](#). The Master Index (MI) that the original cost was charged **must** be provided in order to apply the reimbursement.

If a third party reimburses the employee directly for any travel costs, the state may not also reimburse for those same costs. If a third party reimburses the employee directly for any travel costs incurred by the WMD (such as airfare or rental car procured through the statewide contract), the employee must reimburse the agency within one business week of receiving the funds from the third party.

- d. Travel costs may only be paid directly or reimbursed by a third party when pre-approved by the approving authority designated in Section 3 using [Travel Authorization Form A40-A](#). The approving authority must consider the Ethics in Public Service Act (RCW 42.52) when reviewing the request, including:
 - (1) No state officer or state employee may receive, accept, take, seek, or solicit, directly or indirectly, any thing of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgement of the officer or employee, or be considered as part of a reward for action or inaction. (RCW 42.52.140)

(2) No state officer or state employee may accept gifts, other than those specified in subsections (2) and (5) of RCW 42.52.150, with an aggregate value in excess of fifty dollars from a single source in a calendar year or a single gift from multiple sources with a value in excess of fifty dollars. (RCW 42.52.150)

e. A state officer or state employee may not receive an honoraria unless specifically authorized by TAG (RCW 42.52.130).

6. 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 may either pay for the travel directly or reimburse the non-state employee for travel costs.

a. Non-state employee is defined as any person who travels at the request of WMD but is not employed by WMD, and the travel is not part of, or included in, an existing contract. Specifically, this would include, but is not exclusive to, individuals to be trained at WMD's request; volunteers; and members of committees, advisory groups, and task forces. It does not include emergency workers or mutual aid agreements as these individuals are covered elsewhere in rules. This definition also 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. Payment for a non-state-employee's travel must be approved in advance by the relevant division director or designee using the [Travel Authorization Form A40-A](#).

c. Payment or reimbursement for a non-state-employee's travel is limited by the same maximums as set forth in this policy for state employees.

d. 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 Form A20-A](#) to claim reimbursement. The [Travel Authorization Form A40-A](#) signed by the relevant division director **must** be attached to the travel voucher to receive reimbursement.

e. 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 advance in accordance with SAAM and WMD contract policies and procedures.

7. Travel Reimbursement Requests

a. State employees, full time and part time, must use the Travel and Expense Management System (TEMS) in order to ensure accurate IRS required reporting of taxable benefits.

b. Non-state employees and members of the Washington National Guard and State Guard on SAD travel must use the [Travel Expense Voucher Form A20-A](#) to claim reimbursement.

c. The [Travel Authorization Form A40-A](#) signed by the approving authority defined in Section 3 and all relevant expense receipts must be submitted to State Finance at travel@mil.wa.gov to substantiate all reimbursement requests.

- d. Travel reimbursement requests must be submitted by the 10th of the following month unless the request is less than \$100, in which case it may be deferred up to 90 days or until the traveler's reimbursements accumulate to at least \$100. At the end of the state or federal fiscal year or the grant activity period all requests for reimbursement must be submitted by the 10th of the following month after close.
- e. Expenses from different state or federal fiscal years must be submitted on separate travel vouchers.
- f. Travel reimbursement requests that are not submitted within 90 days of the completion of the trip will be denied for reimbursement unless an exception is approved by the approving authority designated in Section 3 and the CFO.
- g. State Finance will process travel reimbursement requests within 10 working days following submission of all required documentation.

8. Cost of Personal Care Attendant

The cost of personal care attendant services that are required by travelers who have an approved RA to travel on official state business will be allowed as a miscellaneous travel expense.

- 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. [Travel Authorization Form A40-A](#) must 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 Expense Voucher Form A20-A](#) to claim reimbursement and include any billing for wages.
9. Travel Status Defined
- a. Travel status starts when the traveler leaves their official workstation, official residence, approved telework station or temporary duty station and ends when they return to either their official residence, official workstation, or approved telework station or temporary duty station.

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 8:00 a.m.
 - (2) Lunch: 11:00 a.m. to 1:00 p.m.
 - (3) Dinner: 5:00 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 single day 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 workday. 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. A traveler's reimbursement request must indicate their work schedule so State Finance can validate when the employee was in travel status.
- e. In accordance with SAAM 10.40.40(c), if the traveler attended a conference or event in which any meals were provided, they may not receive a meal allowance for any meals that were provided to participants. The traveler must include the event itinerary with the travel reimbursement request. If there were circumstances that prevented the attendee from participating in the provided meal (such as a business event that occurred during the same time in which the meal was offered, or dietary restrictions that prevented the traveler from being able to consume that meal), the traveler must document this in the reimbursement request in order to claim the meal allowance for that meal.

11. Airfare

- a. An employee must obtain the necessary pre-approval to travel as described in Section 3 and receive a Travel Authorization Number prior to purchasing airfare.
- b. Airfare must be purchased through the WMD's central travel account using the statewide contract for travel whenever possible. The traveler must pay for any additional airfare charges, including any costs required to change an itinerary, using the state's central travel account; if this is not available, they may use a state purchase card. If the traveler does not have access to a state purchase card, the traveler may pay for the added cost from personal financial resource and request reimbursement.
 - (1) If airfare cannot be purchased through WMD's central travel account, such as for SAD travel or if the traveler is not a state employee, airfare should be purchased directly from the airline and not through a third-party retailer whenever possible.
- c. Travel must be at the lowest reasonable airfare rate not to exceed tourist class or its equivalent, except in the following circumstances:
 - (1) A higher class of airfare is required due to a reasonable accommodation or due to the health and safety of the traveler.
 - (2) Business class accommodations may be approved only when either the origin or destination point is outside the continental United States, and the scheduled one-way flight time exceeds 14 hours, and the CFO approves; and the traveler has exhausted all state business frequent flyer miles available for an upgrade.
- d. Airline fees, such as checked baggage fees or overweight bag charges due to items that must be brought for business purposes, may be paid using the agency purchase card, or the employee's travel card or personal funds, and are reimbursable. Cost to transport any supplies, equipment, tools, or presentation items used for state business during the trip are reimbursable.
- e. For international travel, any other charges international airlines may charge, such as for

seating assignment, may be reimbursed when not able to be arranged via contracted travel vendor.

12. Vehicle Use

Travelers may use a state-owned vehicle, personally owned vehicle, or rental vehicle for travel subject to the following restrictions:

- a. Anyone driving a motor vehicle on official state business must read and comply with the Department of Enterprise Services' [Enterprise Transportation Policy](#), which includes guidance regarding driver standards and collision/accident reporting.
- b. Drivers are required to possess a valid driver's license and will comply with WMD policy SAF-602-11 ([Motor Vehicle Operator's Policy](#)).
- c. State Motor Pool or WMD Owned Vehicles
 - (1) 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 unless the passage would occur outside the facility's operating hours.
 - (2) 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.
 - (3) 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.
 - (4) State vehicles may not be left overnight for more than one night at airport parking.
- d. Personally Owned Vehicles (POV)
 - (1) Employees may choose to use a personally owned vehicle for convenience or personal preference, but they will only be reimbursed in the following circumstances:
 - i. No state vehicles are available.
 - ii. It is more economical to reimburse at the state rate for use of a POV.
 - iii. The vehicle needs to be left at an airport parking lot for more than one day.
 - iv. Due to a documented Reasonable Accommodation.
 - v. Other circumstances apply making the use of a POV advantageous or economical to the state. All claims for personal vehicle mileage should be both critical and necessary for state business. Circumstances that may warrant approval for use of a POV include:
 - Time loss avoidance
 - Employee safety and security
 - Operational needs
 - Inclement weather or natural hazards

- Immediacy or urgency of the request.

The employee must document in the reimbursement request the reason a POV was used.

- (2) Eligible mileage for travel using a POV will be reimbursed at mileage rate per SAAM 10.90.20. 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 supported by an online mapping tool such as Google Maps.
- (3) Mileage for an employee's daily commute is not reimbursable. When a traveler's Official Residence and Official Station are different, their first and last trip between their Official Residence and Official Station constitutes their commute and is not reimbursable. When the traveler's Official Residence and Official Station are the same, their first and last trip within their Official Residence and Official Station constitute their commute and are not reimbursable.
 - i. "Commute" is defined as travel between the official residence or other domicile of a state officer or employee and their official station or other place of work. Normally an employee has only one round trip commute each workday. However, there are some work schedules that may require an employee to commute multiple times in a day due to call back, split shifts, or on-call situations.
 - ii. "Official Residence" is not the employee's home, but the city, town, or other location where the employee maintains their primary residence. Olympia/Lacey/Tumwater are considered to be the same location.
 - iii. "Official Station" is not the employee's office, but the city, town, or other location where an employee's office is located, or where work is performed on a permanent basis. The official station is to be designated by the agency, determined by the needs of the agency. It can change due to flex-place situations (i.e., Monday through Thursday the official station is Olympia and Friday it is Tacoma).

See [OFM Mileage Reimbursement Examples](#).

- (4) Insurance Coverage for POVs
 - i. When driving POVs on official state business, state drivers are to comply with the state of Washington's liability insurance laws, chapters 46.29 and 46.30.
 - ii. If an accident occurs when the state driver is operating a POV and the state driver is at fault, the state driver's personal automobile insurance is primary and will be exhausted prior to application of the state's self-insurance coverage. Insurance deductibles are the responsibility of the POV driver and are not reimbursable by the state. The State Agency Self-Insurance Liability Program (SILP) will act as an "excess policy" in the event limits of the private insurance policy are exhausted. Under certain circumstances, the state may assist in the defense and settlement of claims, including possible

lawsuit defense, if warranted.

- iii. If an accident occurs when the state driver is operating a POV and the state driver is not at fault, the at-fault driver's insurance is the only available coverage. The state's self-insurance account does not provide coverage if the at-fault driver is not insured or is underinsured.
 - iv. The driver is to operate a POV in a professional and safe manner, and comply with all Washington traffic laws and regulations.
 - v. A POV driver involved in an accident is to contact the WMD Enterprise Risk Manager, who must complete the online State of Washington Vehicle Accident Report (SF 137).
- e. Use of Rented Vehicles (SAAM 10.50.35)
- (1) The state rental vehicle contract and central travel account must be used when available.
 - (2) 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.
 - (3) Another rental vehicle provider can be used if the state rental vehicle contractor is not available or has no available vehicles that meet the driver's needs. The traveler can charge the cost to an agency purchase card, their travel card, or a personal credit card. In these cases, the cost of vehicle rental to include additional insurance is reimbursable. Documentation for non-availability must be submitted with the travel reimbursement request or purchase card reconciliation documents to substantiate the charges.
 - (4) The traveler can use the rental vehicle for incidental personal travel, such as for 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.
 - (5) 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.
 - (6) 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. Ineligible Charges
- (1) Service requests for state vehicles, POVs, or rental cars due to the negligence of the traveler are not eligible for reimbursement. Ineligible service requests include, but are not limited to:
 - i. Unlocking 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, or an electric vehicle ran out of battery.

(2) Parking tickets, moving violations, and toll violations are not reimbursable.

13. Lodging (SAAM 10.30)

- a. Lodging accommodations must be provided by a commercial lodging facility to be reimbursable. A commercial lodging facility is a business, non-profit, or government entity that provides lodging accommodations for a fee. A commercial lodging facility other than a hotel, such as a peer-to-peer rental site (e.g., AirBNB or VRBO), must be supported by a tax identification number (TIN) and must be available to the general public to qualify as commercial lodging. The receipt for the lodging must include the printed TIN in order to qualify. Reimbursement for lodging at a private residence not meeting the above criteria is not allowed.
- b. The WMD may pay for lodging 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.

Reimbursement for lodging expenses may be justified when the temporary duty station is located less than 50 miles from the closer of either the traveler's official residence or official station under the following conditions:
 - (1) An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning official state business.
 - (2) When the health and safety of travelers is of concern.
 - (3) When an agency can demonstrate that staying overnight is more economical to the state.
- c. The traveler may pay for lodging using a state purchase card, their agency travel card, or personal funds. If a purchase card is used, the [Travel Authorization Form A40-A](#) must be attached to the purchase card reconciliation documents. If a state purchase card was used and ineligible charges are incurred (such as lodging above authorized allowable rate or non-reimbursable in-room charges) the employee will be required to reimburse the agency for the expense. Whenever possible, these ineligible expenses should be paid for using personal funds.
- d. Employees may select their own preferred commercial lodging facility. Lodging costs are reimbursable based on actual costs up to the maximum allowable amount authorized in SAAM 10.90.20. Employees are encouraged to seek reduced rates offered to governmental workers. Room rental, including any mandatory fees such as resort and cleaning fees 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. The lodging receipt must be submitted with the travel reimbursement request.
- e. In some cases, as authorized in [SAAM 10.30.20](#), lodging at or below the maximum allowable rate might not be available or appropriate, and the employee may request reimbursement at a higher rate.
 - (1) Lodging up to 150% of the maximum allowable rate may be approved by the division director or CFO, or by the Governor's Authorized Representative (GAR)/ State Coordinating Officer (SCO)/ Deputy SCO during a State Emergency

Operations Center (SEOC) activation, in the following situations:

- i. When the traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
 - ii. When costs in the area have escalated for a brief period of time either during special events or disasters.
 - iii. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
 - iv. To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.
 - v. When meeting room facilities are necessary, and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.
- (2) Lodging in excess of 150% of the maximum allowable rate may be approved by the TAG, ATAG, or CFO, or by the GAR/ SCO/ Deputy SCO during an SEOC activation, in the following situations:
- i. The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, AND
 - ii. It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held, AND
 - iii. The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher or its file location referenced.
- (3) High-cost lodging must be pre-approved using the [Approval for High Cost Lodging MIL Form 802](#). Applicable rates and calculations can be found here: [10.90 - Travel Rates \(wa.gov\)](#)
- f. Certain conditions may occur that can allow the use of personally-owned travel trailer or camper. These conditions include:
- (1) Suitable commercial lodging is not available; and
 - (2) State lodging is not provided; and
 - (3) There is a benefit to the state for the traveler to remain at the temporary workstation.
- Under these circumstances, the traveler is to be reimbursed at the hourly, non-high cost per diem rate. Travelers may not be reimbursed for the rental or lease cost of a travel trailer, camper, or vessel.

14. Taxable Fringe Benefits for Meals

If the traveler 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. State Employees: For meals found to be taxable, the traveler will receive full payment for travel through the Agency Financial Reporting System (AFRS). WMD State Finance will forward a copy of the vouchers with taxable fringe benefits to Payroll. Payroll will process the taxable fringe benefit for reporting and withholding through the central payroll system. All taxable benefits are to be taxed quarterly and must be completed by the end of the calendar year.
- b. Non-State Employees: Taxable benefits for contractors and volunteers will be reported through the 1099-MISC process at the end of each calendar year.

15. Miscellaneous Travel Cost

- a. Miscellaneous travel expenses essential to official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:
- b. Transportation services including; taxi, shuttle, limousine fares, town car, Uber, and Lyft, (including a customary tip or gratuity), motor vehicle rentals, public transportation fees, parking fees, and ferry and bridge tolls. However, as noted in Subsection 10.20.20, tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and not reimbursable.
- c. Fuel or electric vehicle charging expenses for rental or state-owned vehicles.
- d. Mandatory destination or resort fees charged by lodging facilities for items such as room safes, premium high speed internet access, long-distance phone calls, laundry credit, or food and beverage credit. (Note: total lodging reimbursement must comply with requirements detailed in Section 10.30).
- e. Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- f. Fees charged for internet access.
- g. Charges for checked baggage, including the cost to transport goods or equipment the traveler will need while traveling. Any additional charges for overweight baggage are reimbursable only if the heavy items are required for business purposes.
- h. The actual cost of laundry and/or dry-cleaning expenses, as evidenced by a receipt, for travelers in continuous travel status for five or more days. If receipt for coin operated Laundromat is not available, the traveler may claim actual expenses up to \$50 without a receipt.

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:

1. State forms:
 - a. [Travel Authorization Form A40-A](#)

- b. [Travel Expense Voucher Form A20-A](#)
- 2. WMD forms:
 - a. [Approval for High Cost Lodging MIL Form 802](#)