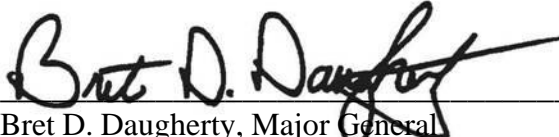




## Department Policy No. FIN-102-02

<b>Title:</b>	Travel Policy
<b>Former Number:</b>	02-002-02
<b>Authorizing Source:</b>	RCW 43.03, RCW 43.88.160
<b>References:</b>	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, <a href="http://www.ofm.wa.gov/policy/10.htm">http://www.ofm.wa.gov/policy/10.htm</a> <a href="http://www.ofm.wa.gov/policy/70.htm">http://www.ofm.wa.gov/policy/70.htm</a> <a href="#">DES Enterprise-Wide Transportation Policy</a> WMD Policy HR-207-03 Ethics WMD Policy HR-225-02 Telework – Mobile Work Environment WMD Policy SAF-602-11 Motor Vehicle Operator Policy WMD Policy FIN-107-12 Handling and Safeguarding of Cash Receipts <a href="#">OFM Mileage Reimbursement Examples</a> <a href="#">Executive and General Correspondence Guidelines</a> <a href="#">Emergency Management Assistance Compact</a>
<b>Information Contact:</b>	Chief Financial Officer Camp Murray, Building #1 (253) 512-7498
<b>Effective Date:</b>	November 14, 2002
<b>Mandatory Review Date:</b>	May 22, 2028
<b>Revised:</b>	May 22, 2024
<b>Approved By:</b>	 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 or paid for 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 designee 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 (SAD) or traveling on state business. 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, except that travel by WMD state employees in support of an EMAC/PNEMA agreement must follow the terms of these policies.

## Definitions

**Travel Status:** Travel status starts when the traveler leaves their official duty station, official residence, official workstation for travel reimbursement, or approved telework station and ends when they return to their official duty station, official residence, official workstation for travel reimbursement, or approved telework station.

**Official Duty Station:** The city, town, or other location where the employee's position is assigned to work when not teleworking, typically the regularly permanent state facility worksite. An employee's official duty station is to be designated by the agency and not assigned because it is the home or preferred living area of an employee. This is identified in each position description as to where the position is located.

**Official Residence:** Not the employee's actual address, but the city, town, or other location where the employee maintains their primary residence. Olympia/Lacey/Tumwater are considered to be the same location.

**Official Workstation for Travel Reimbursement:** This is the city, town, or other location where an employee who teleworks from a distant location is assigned to perform work and is used to determine when the employee is in travel status and calculate travel reimbursements.

**Approved Telework Station:** A city, town, or other location from which the employee is approved to telework, as documented in the employee's Telework Participant Agreement.

**Temporary Duty Station:** A location at which the employee is assigned by their employer to conduct work based on agency business needs, such as a different WMD facility, a meeting location, or a training site.

**Commute:** Travel between the traveler's official residence or other domicile and either their official duty station or their official workstation for travel reimbursement. 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.

## **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.
- c. For those state employees represented by a union, if it is determined that this policy conflicts with the respective collective bargaining agreement (CBA), the respective CBA prevails.
- d. 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.
- e. Washington State per diem, lodging, and mileage rates are determined by OFM, at a minimum annually, utilizing the federal Government Services Administration (GSA) for per diem and lodging rates, and the federal Internal Revenue Service (IRS) for mileage rates. Out-of-state per diem and lodging rates for the lower 48 states are determined by the U.S. General Services Administration (GSA). GSA rates are available at: <http://www.gsa.gov>. Per diem and lodging rates for Alaska and Hawaii are determined by the U.S. Department of Defense (DoD). DoD rates are available at: <http://www.travel.dod.mil>. Lodging rates do not include taxes or additional mandatory fees. Some location rates are adjusted to accommodate seasonal needs.
- f. 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 be noted on the request, but the condition justifying the reasonable accommodation must remain confidential unless voluntarily disclosed by the traveler.
- g. Any other exceptions to the travel policy must be approved by the WMD Chief Financial Officer (CFO).

### 2. Prudent Judgment 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

All travel must be pre-approved as described in this section. To obtain a Travel Authorization number (if one is required as described below), the traveler must submit a [Travel Authorization Form A40-A](#) to State Finance ([travel@mil.wa.gov](mailto: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](mailto:travel@mil.wa.gov) monthly for validation.

- a. Pre-approval must be provided in writing via [Travel Authorization Form A40-A](#) in any of the following circumstances:
  - (1) Travel includes the purchase of airfare.
  - (2) Traveler will be traveling between states.
  - (3) Travel is for a state employee authorized for 100% telework to travel to their official duty station in accordance with an approved telework agreement.
  - (4) Some or all travel costs will be paid for or reimbursed by an outside entity.
  - (5) The traveler will be lodging at a peer-to-peer lodging facility (such as Airbnb or VRBO).
  - (6) The traveler is not a WMD state employee.

The [Travel Authorization Form A40-A](#) must include all expected travel expenses and indicate how the traveler intends to pay for them (agency central travel account, purchase card, personal funds, travel card, or an outside entity as authorized in Section 15).

- b. **State Employees:** State employee travel must be pre-approved by their division director or designee.
  - (1) Division directors are responsible for establishing pre-approval requirements and procedures within their divisions. Division directors who delegate authority for travel pre-approvals must provide the designees' names and their specific delegated authorities in writing to the WMD State Finance Division at [travel@mil.wa.gov](mailto:travel@mil.wa.gov).
  - (2) For in-state travel that does not require the purchase of airfare, pre-approval may include written and/or verbal authorization for travel. Documentation of pre-approval is not required for reimbursement unless required by the division director.

(3) Travel reimbursement requests may be approved by the employee's supervisor or other designated approver only if:

- Required pre- approvals were obtained in accordance with the division's procedures, and
- actual expenses comply with the travel intent as agreed when the travel was pre-approved.

Any reimbursements inconsistent with original travel authorization must be approved by the original authorizer.

c. **Division Directors:** All division directors' travel must be pre-approved by the Adjutant General (TAG), their designated Assistant Adjutant General (ATAG), or the WMD Chief of Staff.

(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. **ATAGs:** All ATAG travel must be pre-approved by TAG.

(1) ATAG travel reimbursement requests must be approved by the CFO.

e. **TAG:** All TAG travel must be pre-approved by the CFO (SAAM 10.80.30.c).

(1) TAG travel reimbursement requests must be approved by the CFO.

f. **Employees with a Federal Supervisor:** Employees that have federal supervisors must obtain travel authorization from their next-in-line state supervisor. If the responsible division director is a federal employee, the division director may authorize the employee's travel.

(1) For in-state travel that does not require the purchase of airfare, pre-approval may include written and/or verbal authorization for travel. Documentation of pre-approval is not required for reimbursement unless required by the division director.

(2) 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. **SAD:** All SAD travel must be authorized by the Joint Director of Operations (J3) or designee and documented by a Joint Tasking Order (JTO) and mobilization roster.

(1) All SAD travel reimbursement requests must be approved by the Joint Director of Logistics (J4) or designee.

h. **Washington State Guard and Washington National Guard:** Washington State Guard and Washington National Guard travel in support of state business (except SAD), must be pre-approved by the WMD Chief of Staff using the [Travel Authorization Form A40-A](#). The A40-A must include all expected travel expenses and indicate how the traveler intends to pay for them (agency central travel account, purchase card, personal funds, or an outside entity as authorized in Section 15).

(1) Washington State Guard and Washington National Guard travel reimbursement requests (except SAD) may be approved by the Logistics Directorate (J4), the CFO, or CFO designee.

i. **EMAC/PNEMA:** Travel in support of an EMAC or PNEMA agreement must be

authorized in accordance with the EMAC/PNEMA procedures, and may be approved by the EMD Director, EMD Deputy Director, EMD Assistant Director for Operations, EMD Mitigation and Recovery Section Manager, and the CFO.

(1) The employee's supervisor may approve travel reimbursement requests.

- j. **Non-WMD Employees:** Travel for a non-WMD employee must be pre-approved by the relevant division director or designee using the [Travel Authorization Form A40-A](#).

(1) Travel reimbursement requests may be approved by the relevant division director or other designated approver only if required pre-approvals were obtained in accordance with the division's procedures and actual expenses comply with the travel intent as agreed when the travel was pre-approved. Any reimbursements inconsistent with original travel authorization must be approved by the original authorizer. See Section 13 for more guidance.

#### 4. Travel Outside the Continental United States

- a. Travel to Hawaii and foreign countries except 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:

- What is the purpose of the trip and how does it relate to the employee's work assignments?
- What are the expected WMD benefits of this trip?
- 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>.

- b. For SAD travel, a letter from the Governor calling the National Guard or State Guard into active state service is assumed to meet this requirement.
- c. For travel in support of an EMAC/PNEMA agreement, the Resource Support Agreement (RSA) is assumed to meet this requirement.
- d. The State of Washington's liability insurance protection does not cover persons traveling on official state business outside the United States and Canada. If additional coverage is needed, WMD **must** purchase separate coverage through the Department of Enterprise Services. The traveler must notify the WMD Enterprise Risk Manager 4-6 weeks prior to traveling so the Risk Manager can obtain the necessary coverage if needed. For travel during a disaster response, or in support of an EMAC/PNEMA agreement, the traveler must notify the Risk Manager as soon as possible.

#### 5. Travel for Remote Employees

For employees who are approved in accordance with WMD Policy HR-225-02 (Telework – Mobile Work Environment) for 100% telework, the approving authority as defined in Section 3 may authorize reimbursement for travel to/from the Official Duty Station. This travel must be pre-approved using [Travel Authorization Form A40-A](#).

6. Meals (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 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, or stayed at a hotel that provided a full meal, they may not receive a meal allowance for the provided meal(s). 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 the traveler has a dietary restriction that precluded them from participating in the provided meal, or the traveler's work schedule required them to leave before the provided meal was served), the traveler must document this in the reimbursement request in order to claim the meal allowance for that meal.
- f. 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.
  - (1) 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.
  - (2) Non-State Employees: Taxable benefits for contractors and volunteers will be reported through the 1099-MISC process at the end of each calendar year.

7. 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 may be purchased from any of the following, in this order of priority:
  - (1) Statewide contract (including contracts for refundable airfare or managed travel). This option must be used whenever the statewide contract can meet the agency's business requirements.
  - (2) Direct purchase from the airline's website or through a travel agency.Travel may not be purchased through a third-party retailer such as Expedia or Kayak.
- c. The traveler may pay for airfare, including airfare charges and any fees, using the state's central travel account, a state purchase card, or a state travel card; alternately, they may pay using personal funds and request a reimbursement.
- d. Travel must be at the lowest reasonable airfare rate not to exceed tourist class or its equivalent, except in the following circumstances:
  - (1) Use of statewide contracts takes precedence over lower cost alternatives.
  - (2) A higher class of airfare is required due to a reasonable accommodation or due to the health and safety of the traveler.
  - (3) Business class accommodations may be approved only when either the origin or destination point is outside the continental United States, 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.
- e. 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, the employee's travel card, or personal funds, and are reimbursable. The cost to transport any supplies, equipment, tools, or presentation items used for state business during the trip are reimbursable.
- f. For international travel, any other reasonable airline charges such as for seating assignment may be reimbursed.

## 8. Vehicle Use

Travelers may use a state-owned vehicle, privately 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 shall 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-owned 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. Privately Owned Vehicles (POV)

- (1) Employees may choose to use a POV 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 mileage 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 POV 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) Round trip mileage for a second person (such as a family member or friend) to transport the traveler to/from an airport or place of disembarkation is reimbursable, provided the mileage cost is economically beneficial to the state.
- (3) 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.
- (4) Mileage for an employee's commute is not reimbursable. When a traveler's Official Residence and Official Workstation for Travel Reimbursement/ Official Duty Station are different, their first and last trip between their Official Residence and Official Workstation for Travel Reimbursement/ Official Duty Station constitutes their commute and is not reimbursable. When the traveler's Official Residence and Official Duty Station are the same, their first and last trip within their Official Residence and Official Station constitute their commute and are not reimbursable.

See [OFM Mileage Reimbursement Examples](#).

- (5) 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, Revised Code of Washington (RCW), 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 state driver is to operate a POV in a professional and safe manner and comply with all Washington traffic laws and regulations.
  - v. A state 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 Rental Vehicles (SAAM 10.50.35)
  - (1) The statewide rental vehicle contract and central travel account must be used when available.
  - (2) Insurance for rental vehicles is included in the statewide 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 only if the statewide 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. Transporting animals in the rental vehicle may also require permission from the rental company. 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 separate 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 or other electronics were left on.
- iii. Assistance needed because the gas tank was driven to empty, or an electric vehicle ran out of battery.

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

9. Lodging (SAAM 10.30)

- a. 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.

- b. The traveler may pay for lodging using a state purchase card, their agency travel card, or personal funds. If a purchase card is used and pre-approval was required per Section 3, the pre-approval document 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 using personal funds.
- c. 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.

If the traveler prefers to have a travel agency coordinate their travel reservations, the statewide contract for managed travel includes coordination of lodging arrangements.

All lodging guidance in this policy applies regardless of whether the traveler coordinated their own lodging or used a statewide contract for managed travel.

- d. 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. Reimbursement for lodging at a private residence not meeting the above criteria is not allowed.
- e. Lodging at a peer-to-peer rental site (e.g., Airbnb or VRBO) should be used only when other commercial lodging cannot meet the traveler's needs, such as a need to stay in a remote area due to a disaster response. All use of peer-to-peer rental facilities must be pre-approved by the traveler's division director via [Travel Authorization Form A40-A](#). Peer-to-peer rentals convey additional risks that must be carefully considered such as stringent cancellation policies, mandatory fees, damage charges, and health and safety risks to the traveler not commonly found in commercial lodging facilities. Additional information about the risk of using peer-to-peer lodging facilities can be found at [https://www.ofm.wa.gov/sites/default/files/public/resources/travel/Risks\\_associated\\_with\\_Peer-to-Peer\\_property\\_rentals.pdf](https://www.ofm.wa.gov/sites/default/files/public/resources/travel/Risks_associated_with_Peer-to-Peer_property_rentals.pdf). The peer-to-peer rental must be supported by a tax identification number (TIN) and must be available to the general public to be reimbursable.
- f. 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. High-cost lodging must be pre-approved as described below, using the [Approval for High Cost Lodging MIL Form 802](#). Applicable rates and calculations can be found here: [10.90 - Travel Rates \(wa.gov\)](#)
  - (1) Lodging up to 150% of the maximum allowable rate may be approved by the division director, CFO, TAG or ATAG 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 must be approved by the TAG, ATAG, or CFO 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) For travel in support of an EMAC or PNEMA agreement, the RSA is the authorizing document for any high-cost lodging expenses. No additional approval is necessary.

- g. Certain conditions may occur that can allow the use of a privately-owned travel trailer or camper. These conditions include:
  - (1) Suitable commercial lodging is not available;
  - (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.

#### 10. Cost of Personal Care Attendant

The cost of personal care attendant services that are required by travelers who have an approved reasonable accommodation (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. A separate [Travel Authorization Form A40-A](#) must be completed for the personal care assistant with estimated travel costs in advance of the travel. The use of a personal care assistant must be pre-authorized by the traveler's respective approving authority designated in Section 3 of this policy (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.

#### 11. Miscellaneous Travel Costs

Miscellaneous travel expenses essential to official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:

- a. 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, tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and not reimbursable.

- b. Fuel or electric vehicle charging expenses for rental or state-owned vehicles.
- c. Electrical vehicle charging expenses for rental or state-owned vehicles. The traveler must provide a receipt or other documentation of the actual charges (such as a screen capture of the charge in vendor's app) if the expense is over \$25.
- 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 SAAM 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. 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 a coin operated laundromat is not available, the traveler may claim actual expenses up to \$50 without a receipt.

#### 12. Travel Reimbursement Requests

- a. State employees 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. If written pre-approval was required per Section 3, the authorizing document must be submitted with all relevant expense receipts to State Finance at [travel@mil.wa.gov](mailto: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. All requests for reimbursement must be submitted by the 10th of the month following the end of the respective state or federal fiscal year or the grant activity period.
- 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.

#### 13. Travel Reimbursement to a non-WMD Employee (SAAM 10.20.60)

There are situations in which non-WMD 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-WMD employee is defined as any person who travels at the request of WMD but

is not a state employee of the WMD, and the travel is not part of, or included in, an existing contract. Specifically, this would include, but is not exclusive to, federal employees of the WMD; individuals to be trained at WMD's request; vendors; contractors; 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 or members of boards, committees, commissions, advisory groups, or task force members appointed by the Governor who are covered by other SAAM rules.

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

#### 14. 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 appropriate 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 the maximum allowable rates for reimbursement.

#### 15. 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 WMD 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 by 1 p.m. on the next business day after receipt as required in Section 10 of [WMD Policy FIN-107-12, Handling and Safeguarding of Cash Receipts](#). The Master Index (MI) or account coding information that the original cost was charged against 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, anything 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 judgment 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 \$50 from a single source in a calendar year or a single gift from multiple sources with a value in excess of \$50. (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).

## 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](#)