

Travel Do's & Don'ts - Quick Reference Guide

The following rules are high level summaries. For further details see the State Administrative & Accounting Manual (SAAM) reference. <http://www.ofm.wa.gov/policy/10.htm>

General:

- All state agencies must comply with SAAM [1.10.30](#)
- All state employees, volunteers, and contractors must comply with SAAM [10.10.05](#)
- Use most economical travel alternatives unless Health/Safety issue [10.10.20](#)
- Get agency head approval in advance to travel out of state [10.10.50](#)
- Get approval from Governor or Board to travel out of U.S. or British Columbia [10.10.50](#)
- Do not reimburse for unnecessary travel costs such as alcoholic beverages [10.20.20](#)
- Combined business & personal travel must not result in additional cost to the state [10.20.40](#)
- Follow special travel rules and travel restrictions for Board, Commission or Committee members [10.70](#)

Lodging:

- Reimburse actual lodging expenses up to limits used in the Continental USA and Non Continental USA schedules [10.90.10](#)
- except under special circumstances [10.30.20](#)
- Do not reimburse lodging expenses incurred at official station or residence [10.30.40](#)
- Do not reimburse lodging expenses within 50 miles of official station or residence [10.30.30](#)

Meals:

- Reimburse meals on an allowance basis at rates used in the Continental USA and Non Continental schedules [10.90.10](#)
- when traveling entire regularly schedule working hours plus three hours and [10.40.50](#)
- when traveling during the entire meal period [10.40.50](#)
- Do not reimburse for meal expenses incurred at official station or residence [10.40.40](#)

Transportation:

- Reimburse privately owned vehicle business miles at rate shown on the Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage schedule [10.90.20](#)
- Do not reimburse for commuting miles between official residence and station [10.20.20](#)
- Agencies may purchase airline and other common carrier tickets in advance [10.50.40](#)
- Use an DES qualified travel provider when making air travel arrangements [10.50.45](#)
- Permanently assign state owned vehicles to employees when warranted [12.20.30](#)
- Allow commuting in state owned vehicles when warranted [12.20.35](#)
- Do not use state owned or leased vehicles for personal business [12.30.20](#)

Reimbursements:

- Submit original receipts (except meal receipts) for reimbursements of travel expenses [10.80.40](#)