



**Washington State  
Department of Transportation**

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# **Travel Policy and Procedure Manual**

**M 3132.01**

January 2018

**Finance and Administrative Services**

## Americans with Disabilities Act (ADA) Information

### English

**Title VI Notice to Public** It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at 360-705-7090.

**Americans with Disabilities Act (ADA) Information** This material can be made available in an alternate format by emailing the Office of Equal Opportunity at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

### Spanish

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#### Información del Acta Americans with Disabilities Act (ADA)

Este material es disponible en un formato alternative. Envie su petición por correo electrónico al equipo de Oficina de Igualdad de Oportunidades (OEO) en [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) o llamando gratis, 855-362-4ADA (4232). Personas sordas o con problemas de audición pueden solicitar llamando el relé de estado de Washington al 711. For public events (like Open Houses, etc) English Accommodation requests for people with disabilities can be made by contacting the WSDOT Diversity/ADA Affairs team at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll-free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711. Spanish Solicitudes de alojamiento para personas con discapacidad pueden hacer comunicándose con el equipo de Asuntos de diversidad/ADA WSDOT en [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) o llamando al número gratuito, 855-362-4ADA (4232). Personas sordas o con problemas de audición pueden solicitar llamando el relé del estado de Washington al 711.

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# 1 Travel Reimbursement Principles

## 1-1 Purpose of this Manual

It is the policy of the Washington State Department of Transportation (WSDOT) to regulate official travel, based on state and federal laws and Office of Financial Management (OFM) regulations. Official travel is defined as that travel necessary and important to carry out the mission and functions of the department.

It is our duty when expending public funds to carefully consider and give the highest priority to statewide contracts for the benefit of the State as a whole. However, it is recognized that instances may arise, such as employee safety and economy for the agency that may require an exception to statewide contracts. Proper documents including a written justification for the exception must be made available upon request. Failure to provide such proof may disallow a claim for travel expenses. Employees may be held personally responsible for these expenses.

The provisions of this policy are subordinate to the department's collective bargaining agreements in all provisions of this policy the department must comply with state and federal laws, OFM regulations, and other legal requirements.

## 1-2 Authority for Policies and Other Resources

As mentioned above, these policies and procedures are based on applicable laws and guidance from OFM and their travel policy published in the [State Administrative & Accounting Manual](#) (SAAM) Chapter 10. Rather than duplicating all of OFM's guidance within this manual, we reference relevant information from the applicable guidance and supplement the material with WSDOT specific information. This approach streamlines the policy process as revisions and updates by the governing bodies are completed.

- SAAM [Chapter 10](#) Travel
- RCW – These policies and procedures are governed by several Revised Codes of Washington (RCW), which are referenced in sections as they apply.

## 1-3 WSDOT Roles and Responsibilities

This manual serves as WSDOT responsibility to provide written travel policy and procedures, as established by OFM. Individual roles and responsibilities are addressed throughout the manual within their relevant policy and procedure sections.

## 1-4 Compliance with Rules and Procedures

The following persons must comply with the rules and procedures in this chapter:

- All WSDOT employees, certain prospective state employees, and volunteers that WSDOT has legal authority to utilize, unless otherwise provided by law.
- Persons other than department officers and employees, where travel expenses are authorized by statute, but the statute is silent as to amount.
- Contractors and consultants, unless there are specific contractual arrangements modifying travel reimbursement.
- Students and other clients of WSDOT.

**Note:** It is the responsibility of the traveler to assure that these rules and guidelines are followed and appropriate paperwork submitted. Assistance of another person does not relieve the traveler of this responsibility.

Failure to abide by the terms of the policies and procedures outlined in this chapter may result in corrective and/or disciplinary action up to and including termination.

## 1-5 Controls

Approving authorities are responsible for establishing a positive system of control for all travel expenses of employees under their jurisdiction. Additional attention should be given to establishing effective organization controls when unusual travel situations occur.

Controls must include the following:

- Determine that the necessary department business cannot be appropriately accomplished by other means such as video conference, telephone, mail, email, fax, etc.
- Maximize opportunities for use of a single vehicle by two or more employees traveling between the same points on official business at approximately the same time.
- Ensure only necessary travel costs for performing official business shall be reimbursed.
- Review the proposed itinerary of the employee for the most economical (least cost) to the department. Special attention should be taken in evaluating an appropriate departing and return time. Combining personal time with the trip must also be approved in writing.
- Ensure that unnecessary meals are not paid for and that the least cost option for lodging is selected. The department will only pay for a single room at the government room rate.
- Provide oral authorization for in-state travel (includes approved bordering counties/cities) not involving air travel, other common carriers, car rental and the use of the pre-approved 150% Rule amount, authorized via the work plan, for lodging.
- Provide written approval for in-state travel involving air travel, other common carriers, car rental, combining personal leave with trip, or the use of the 150% Rule for lodging (Exception to the maximum allowable lodging rate).
- Provide written approval for out-of-state and out-of-country travel. (Excludes approved bordering counties/cities).
- Ensure adequate controls for the authorization of actual reimbursement of expenses. Travelers should be made aware that this process might differ from the authorization to travel.
- Review travel reimbursement requests for correct rates.
- Ensure that all employees are aware that refunds and promotional gifts are made payable to WSDOT.

## 1-6 Reimbursable Travel Costs

Travelers may be reimbursed for the following types of expenses incurred on official state business subject to the requirements and restrictions of this chapter.

**Meals** – A set per meal rate based on location.

**Lodging** – The actual cost of lodging up to a specified maximum not to exceed the government rate for a single room as evidenced by an original receipt.

**Transportation** – The costs for necessary official state business travel on railroads, airlines, ships, buses, private motor vehicles, or other means of transportation.

**Miscellaneous Travel Expenses** – Other expenses essential to the transaction of official state business are reimbursable to the traveler.

## 1-7 **Non-Reimbursable Travel Costs**

Refer to [SAAM Section 10.20.20](#) for the types of travel costs that cannot be reimbursed.

In addition to the items listed in [SAAM](#), WSDOT will not reimburse the following items:

- A. Passport fees. This includes passport alternatives such as the enhanced driver's license.
- B. Safe or security box fees for personal items.
- C. Non-mandatory surcharges.
- D. Subsidies to employees for public transit fares and carpools allowed by [RCW 70.94.531](#) are not considered reimbursements of travel when determining daily commute.

For the purposes of travel, a business telephone call is defined as necessary for coordinating official state business or is a brief call home lasting no more than 2 or 3 minutes to inform the traveler's family of changes in travel plans.

## 1-8 **Itinerary Changes for the Convenience of the Traveler**

In the following situations, if:

- A. The traveler elects to return to the official station or official residence after the close of a regularly scheduled working day rather than staying overnight at the temporary duty station location.

WSDOT will not incur any expenses beyond what it would have normally incurred, had the trip occurred without personal changes for the convenience of the employee.

Maximum reimbursement shall be the lesser of either:

- The travel expense incurred in returning to the official station or official residence, whichever is closer.
- The amount which would have been allowable had the traveler remained at the temporary duty station.

The traveler is to return to the temporary duty station in time to observe the next day's regularly scheduled working hours.

- B. The traveler spends extra field time at the destination:

The department may authorize subsistence and lodging for extra field time at the destination if it can be demonstrated that a direct savings will accrue to the department. The calculation of the direct savings is to include a comparison of the commercial transportation costs; the per diem costs; and, when applicable, the salary and fringe benefit costs of the traveler(s) for whom the extra field time is being authorized. Such comparisons are to be documented and retained with the traveler's Travel Expense Voucher. Otherwise, no reimbursement for additional meals or lodging costs shall be paid to the traveler for extra field time incurred.

Examples include advance arrival or extended stay at the destination.

- C. The traveler would like to couple a vacation or other personal use of time onto a legitimate business trip:

Where all of the following conditions exist travel expenses may be allowed:

- The primary purpose of the trip is official state business.
- The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip.

- The department does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

Complete a trip sketch analysis for the trip, demonstrating that the department will not incur any additional cost for the employee's time away from the official workstation and attach it to Travel Request before forwarding for approval.

An example situation is described below:

An employee is scheduled for a business meeting and decides to extend the stay at the end of the meeting for personal reasons. The maximum amount of per diem the employee is eligible for would be what the employee would have received if they had returned to their official duty station immediately after their business meeting. Work schedule is 7:30 a.m. through 4:00 p.m., Monday through Friday.

An employee from Spokane attends a meeting on Friday in Olympia. The meeting ends at 4:00 p.m. and the employee is spending the weekend with relatives and will fly back to Spokane on Sunday. If the employee had returned promptly to their official duty station, the employee would have been qualified for a dinner reimbursement for Friday evening. The amount of the reimbursement is determined by the employee's work schedule and location.

The employee actually returns to Spokane on a 3:00 p.m. flight on Sunday and is home at 4:30 p.m. On the return day the employee is entitled to a meal at or below the meal rate for the meal the traveler would have received on the normal return day. If the traveler is in travel status during the entire agency determined meal period.

When travel status is interrupted with paid or unpaid leave (leave of absence):

- Subsistence entitlements, lodging reimbursement, or other transportation costs are NOT reimbursed during the leave or during the absence from the temporary duty station.

**Notes:**

1. An employee on Miscellaneous Paid Leave or Military Leave is not considered to be in travel status and is not reimbursed for any transportation expenses (subsistence entitlements, lodging reimbursement, other transportation costs).
  2. Leave of absence exceptions include certain examination and interview situations.
- The employee is required to:
    1. Complete a trip sketch analysis identifying travel costs for the trip in question as if the trip were taken without any leave of absence.
    2. Identify the exact hour of departure and return to the temporary duty station, and the exact beginning and end of leave status. These times must be shown on the Travel Expense Voucher Form 133-103.
  - Because of being incapacitated due to illness or injury not due to the traveler's own misconduct:
    1. The authorized reimbursement for meals and lodging may be continued during the leave period.
    2. Providing the traveler is able to travel, reimbursement is not to exceed in total the cost authorized for motor vehicle car mileage or common carrier in returning the traveler to the official station or official residence, whichever is closer, and then back to the assignment.



## 1-9 Reimbursement for Non-WSDOT Employees

Travelers who are not WSDOT employees but who, in the course of providing services to the department, are authorized to travel as part of department business shall abide by and be reimbursed in accordance with the rules, guidelines and rates contained in this chapter.

The term “traveler” will include anyone authorized to travel on official WSDOT business.

An approving authority MAY, with a properly executed letter agreement or more formal agreement (such as a “Y” agreement), authorize the reimbursement of travel expenses for non-state employees who are providing services to WSDOT, or serving on boards, commissions, and/or committees (e.g., advisory) formed to:

- Assist or advise WSDOT on policy; or
- Other matters which directly impact transportation-related matters affecting cities, counties, or special interest groups.

When the traveler is coming from out-of-state or out-of-country, the requesting organization’s Executive or designee must sign the agreement. Requests must follow the out-of-state/out-of-country process, including completing a Travel Request form and obtaining the Deputy Secretary’s prior approval.

Examples are, but not limited to:

- Expert witnesses called by the department in support of legal testimony.
- Coordinating meetings with other cities/counties/other states/private entities, citizens, etc.
- Advisory boards, commissions or committees.
- Purchased service employees (e.g., Kelly Services) or volunteers.
- For prospective employee interviews.

The requesting office is responsible for paying the expenses out of their own organization’s funding and originating a letter of agreement or formal agreement (such as a “Y” agreement), prior to the traveler traveling.

The agreement should state:

- Purpose and benefit(s) to WSDOT.
- Dates of travel.
- Specific travel costs being reimbursed, such as meals, lodging, rental car, and airline.
- Signature blocks for all parties involved.

WSDOT may make the travel arrangements for these individuals or organizations, including transportation by common carrier and lodging facility, which may be “direct billed” to the department. If an individual or organization is going to make their travel arrangements, then the department will provide a letter designating the individual or organization as a government contractor and eligible for the government rates.

Once WSDOT has established the legality of the travel reimbursement, the reimbursement will be based on the approved state rates in effect at the time of the event as listed in [SAAM Section 10.40](#) Reimbursement will occur upon receipt of required documentation, authenticated by the claimant.

When processing the reimbursement payment, the approved letter agreement must be attached to the payment documents as part of the back up documentation.

If a formal agreement was established, the specific agreement number will be used in lieu of the Purchase Authority Number and must be referenced on the Travel Request.

Otherwise, a letter of agreement is sufficient to establish the contractual arrangement for what is to be accomplished, and what the reimbursement amounts will be based on current state travel rates. For out of state travel the trip request number will be used as the Purchase Authority Number.

## 2 Department Requirements and Restrictions

### 2-1 WSDOT Responsibilities

#### 2-1.1 Agency Responsibilities

Refer to [SAAM Section 10.10.10](#) for agency responsibilities.

#### 2-1.2 Senior Managers, Chief Counsel and Executives Immediately Subordinate to the Secretary's Office Responsibilities

The following delegation rules apply:

- A. Authorize their own travel within Washington and the contiguous counties and cities in Oregon and Idaho. Authorize their own exceptions to the maximum lodging rates (150 Percent Rule). For such exceptions, complete the Travel Request form with applicable condition number and attach it to the travel expense vouchers. Submit these to the Deputy Secretary for approval.
- B. Authorize travel and approve Travel Expense Vouchers of the employees under their jurisdiction for:
  - Travel within Washington, the contiguous counties and cities in Oregon and Idaho, and Vancouver, Victoria, Sidney, and Nelson, British Columbia, Canada.
  - Out-of-state travel.
  - The following responsibilities may be further delegated at the executives' discretion:
    - Designate official station
    - Authorize travel
    - Authorize POV
    - Approve Travel Expense Vouchers
    - Approval of subsistence and lodging advances
    - Approval of published exceptions to the 50-Mile Rule
    - Approval of exception to maximum (150% Rule)
    - Approval of exception for unusual circumstance (actual lodging cost)
    - Approval for emergency or disaster situations requiring payment of meals and lodging within 50 miles of the official station
    - Approval of the use of travel trailer or camper
    - Approval for light refreshments
    - Approval for meetings in non state or public facilities
    - Approval of travel reimbursement in association with relocation expenses under 90 days

- C. Approval for official meeting meals is limited to the following executives:
  - Deputy Secretary
  - Assistant Secretaries
  - Directors of divisions and offices directly reporting to the Secretary's Office
  - Region Administrators
- D. Information on delegations and names must be supplied in writing to the Division of Accounting and Financial Services and updated as necessary.

### **2-1.3 Assistant Secretary, Financial Administration, Responsibilities**

The Assistant Secretary for Financial Administration will prepare, revise, interpret, and implement this chapter.

As Chief Financial Executive Officer, the Assistant Secretary for Financial Administration will review and countersign every travel voucher for the Secretary of Transportation's travel. This responsibility may be further delegated to the Director of Accounting and Financial Services, as Chief Fiscal Officer for WSDOT.

## **2-2 Traveler's Responsibilities**

Refer to [SAAM Section 10.10.15](#) for responsibilities of travelers.

Excess costs, indirect routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel or additional expenses incurred for personal preference or convenience will not be reimbursed and will be deducted from a traveler's travel expense voucher.

When original receipt is required but is unavailable or lost, the traveler is to:

- Obtain a copy (mark copy with "Use As Original" in a color other than black ink); or provide a statement describing the reason for no receipt.
- Obtain authorization to pay from the approving authority or designee.
- Attach to the travel expense voucher.

## **2-3 Criteria for Authorizing Travel and Approving Travel Alternatives**

The department head or those who have been delegated the authority must use the following criteria in determining whether to authorize travel on official state business, and to determine what travel alternatives to authorize.

- A. Select the travel alternative that is most economical to the state. For these regulation purposes, the term "economical" refers to the direct financial, work-related costs that occur at the least cost to the state for which the state is responsible to pay. The department must use this criteria except in the advantageous situations noted below.
  - All costs must be considered such as: travel time, vehicle rental, parking, airfare, POV mileage, meals and lodging. A department memorandum detailing cost comparisons or a cost benefit analysis worksheet must be used to support the determination. If the most economical route is not taken due to the employee's preference, the excess costs will be the traveler's responsibility. The additional travel time over and above the most economical route of travel, is charged to compensatory time, annual leave, or leave without pay as appropriate.

- B. Select the travel alternative that is most advantageous to the state.

For these regulation purposes, the term “advantageous” refers to non-financial work-related benefits accruing to the state, e.g., safety considerations, employee medical-health concerns, improved efficiency and/or effectiveness in achieving the department’s program objectives.

WSDOT may use this advantageous criterion only in the following situations:

- To ensure the health and safety of department travelers
- To comply with the Americans with Disabilities Act
- Situations for meals with meetings to expedite business or training
- Use of privately owned motor vehicles

The following is not considered essential to the transaction of official state business and shall not influence the above criterion:

- The personal travel plans of the traveler.

## **2-4 Other Travel Alternatives**

The department is to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- Teleconferences and video conferences.
- Video recordings and published reports.
- Making transportation arrangements through state-qualified travel agents and using centrally-contracted air carriers.
- Carpooling and greater use of public transportation.
- Reduced frequency of regularly scheduled out-of-town meetings.
- Restrictions on the number of staff traveling to the same destination.
- Coordinating between agencies for joint travel arrangements when more than one department is involved.

## **2-5 Travel Status Considerations**

Considerations should include, but are not limited to:

- A. WSDOT must ensure that the least cost option for all travel expenses is the primary consideration for approval of travel. WSDOT should determine what types of travel costs are eligible for reimbursement and plan the itinerary of the traveler to eliminate any unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more persons to travel on official state business in one vehicle, they are to do so.
- B. Before placing a traveler in travel status, the department is to determine for each occurrence whether it is more economical or advantageous to reimburse the traveler for meals and/or lodging, or to require the traveler to return to the official station or official residence daily or on weekends.

- C. Prior to assigning an employee to a new duty station, the appropriate authority must determine duration and nature (temporary or permanent) of the assignment.

The following criteria should be considered:

- **Primary Guidance** – Seek the travel alternative that costs the department the least. Compare the cost of subsistence and/or lodging to the cost of more frequent return to the official station or residence. Include salary, overtime wages, and necessity for early arrival.
- **Mitigating Circumstances** – Balance non-financial criteria with non-financial considerations. Examples of legitimate non-financial criteria include:
  - Safety
  - Employee medical or health concerns
  - Work efficiency
  - Compliance with the Americans with Disabilities Act (ADA)

Support for non-least cost options must be fully documented and supplemented with the appropriate travel payment vouchers.

- **Assignments Lasting More Than 30 Days** – Are considered to be a change in official station unless it is clear that the assignment is temporary throughout its duration. A copy of the temporary duty assignment letter must be attached to each travel expense voucher during the assignments.
  - **After 90 Days** – The responsible Approving Authority shall review assignments placing travelers in travel status at a temporary duty station to determine if the traveler's permanent official duty station should be changed. The review shall be in writing completed after every three months.
- D. WSDOT should inform the traveler in advance of the possible federal tax implications of changes in duty station assignments. (See Internal Revenue Service Guidelines contained in Publication 463 for further information).

## **2-6 Health and Safety of Travelers**

The health and safety of travelers is a top priority in the conduct of travel related activities.

When it is advantageous to establish and alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of travelers, travelers must:

- A. Promptly notify the traveler's supervisor of the change in travel plans.
- B. Provide an explanation of the reason for the change and clearly identify any additional expense on the traveler's expense voucher.

For Example:

- In emergency situations, such as sudden on-set of incapacitating illness, the supervisor must be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's Travel Expense Voucher.
- When severe inclement weather is involved, prompt notification of the traveler's supervisor is required when an alteration of travel plans and itineraries due to severe inclement weather may result in extra travel expenses. The severe inclement weather condition must also be noted on the traveler's Travel Expense Voucher.

## 2-7 **Housing Employees During Emergency or Disaster Situations**

Reimbursement for lodging and meal expenses incurred at the traveler's official station or official residence is prohibited except:

- A. As provided for under the provisions of meals with meetings and allowable moving costs.
- B. In emergency or disaster situations when the department head or designee determines that, employees performing critical WSDOT functions must remain at their work locations.

When incidents are declared to be an emergency, Maintenance Superintendent or Designee(s) for the Director for Aviation and Ferries must obtain prior authorization from the Regional Administrator, Director or Designee for the payment of lodging and meals, unless a Travel Emergency Work Plan is on file with the Accounting Services Office.

- Travel Emergency Work Plan is to be completed by the Maintenance Superintendent or Designee(s) for the Director for Aviation and Ferries and forwarded to Headquarters, Accounting Services Office.

The Travel Emergency Work Plan must identify/include:

1. Work Plan Number (this number should begin with the first two or three numbers of an organization code: EX: 301-01).
2. Items 1 through 4 from Declaration of Emergency Form 540-02 (Date of Emergency, SR, MP Location/Limited, and County).
3. Position(s) names/numbers and/or an attached list of employees receiving payment of lodging and meals.
4. Statement of work or tasks covered by the work plan; Accommodations/Restrictions instructions.
5. A copy of Declaration of Emergency Form 540-02.

### **Note(s):**

- Each declared emergency situation is recorded on a Declaration of Emergency Form 540-021. Procedures for emergency declarations, and emergency work are contained in the [Emergency Procedures Manual](#) M 30-14 and the [Disaster Plan](#) M 54-11, [Emergency Response Guide](#) Chapter 4.
- Detailed procedures for authorizing and reporting travel costs incurred during an emergency are described in [Appendix B](#).

## 2-8 **Americans with Disabilities Act (ADA)**

Compliance with the Act is considered to be advantageous to the state. The Act gives WSDOT the authority to pay reasonable costs associated with accommodating disabled travelers. WSDOT is committed to providing reasonable accommodations for employees with disabilities as each situation may occur.

It is the employee's responsibility to identify and notify the supervisor of any condition, which may affect his/her ability to perform the assigned tasks, including temporary or permanent disabilities. When reasonable accommodations require additional costs to the department or other alternatives are being requested, prior written approval from the approving authority is required and must be forwarded to the Office of Equal Opportunity and kept in employees safety file.

Requests must be in writing and include:

- Purpose of request
- Name of physician
- Job Classifications
- Description/list of the reasonable accommodations being requested
- Specific length of time this document is approved/in effect (should not exceed one calendar year for temporary disabilities)
- Attach written documentation from physician stating there is a need for reasonable accommodations

ADA documentation will remain confidential, however, once approval has been obtained, travelers must note and clearly identify on the travel authorization and travel reimbursement forms which accommodation costs will be or were incurred to comply with the ADA. A statement indicating the department file location of the approved letter must also be referenced in the "Remarks" section of the travel reimbursement form being submitted.

Examples of acceptable travel related accommodation costs (but not limited to) are:

- The traveler uses a wheel chair, and needs a larger airplane to accommodate the chair, even though less expensive flights are available on a smaller plane.
- The traveler requires additional travel to a different airport because they cannot be accommodated at a local airport.
- The traveler has a hearing or vision impairment that requires auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.
- Due to the disability, the traveler must stop overnight en-route to rest and recuperate.

## **2-9 State Travel Charge Cards**

WSDOT utilizes two types of the state travel charge cards.

The first is the Central Travel Account or CTA.

This account is used for the purchase of all commercial travel arrangements.

The second is the Individual Corporate Card Account.

**Individual Corporate Travel Visa Card Program** – Individual Corporate Visa cards are available for the convenience of frequent travelers. Card use is restricted to official business related travel expenses. **Employees are individually responsible for charges incurred on their card.** WSDOT may cancel cards with little or no activity or cards with delinquent balances. Delinquent account balances are subject to automatic payroll deductions.

### **A. Employee Responsibility**

- Read and sign the card acknowledgement and agreement.
- Use the card for only official business related travel costs.
- Pay all charges made to account on a timely basis.

Return the card if requested to do so, or if employment with the agency is terminated.

#### B. Travel Card Program Administrator Responsibility

- Maintain an accurate list of current employee card carriers. Process card applications and renewals, maintaining official copies of card applications and employee signed card agreements.
- Monitor monthly past due card balances. Notify employee organization travel card coordinators and organization managers of past due balances, and the need to rectify past due balances by paying immediately or setting up payment plan with the card provider.
- Initiate card cancellation when unpaid balances reach more than 60 days past due. Notify employee, organization travel card coordinators and organization managers of this action.
- Initiate payroll deductions for past due balances more than 60 days past due, if no payment plan is in place, if the payment plan is not being followed, or if requested by the card provider. Notify employee, organization travel card coordinators and organization managers of this action.

#### C. Organization Travel Card Coordinator

- Control card distribution and retrieval within an organization.
- Assure that a card acknowledgement and agreement is signed and forwarded to the Travel Card Program Administrator.
- Maintain a current list of card-carrying employees and keep copies of card acknowledgements and agreements.

#### D. Employee Organization Manager and Supervisor Responsibilities

- Assist Organization Travel Card Coordinator when requested.
- Follow-up with the employee with delinquent accounts, and evaluate what corrective action is necessary. If balance remains unpaid, work with Office of Human Resources to initiate corrective action.
- Assist with card retrieval when an employee's card is cancelled.



## 2-10 Prior Authorization for Travel

The approving authority must authorize all travel in advance. Detailed procedures for prior authorization to travel are described in the following tables:

- A. **Authorization for All In-State Travel** – Travelers must obtain oral or written approval from the appropriate approving authority prior to traveling.

### Exhibit 2-1 In-State Travel Authorization Procedures

<b>Employee</b>	<ol style="list-style-type: none"> <li>1. Research most prudent travel modes and lodging consistent with economy, efficiency, and personal safety. Relocation and registration fees require authorization from the appropriate approving authority.</li> <li>2. Prepare Travel Request in the following situations: <ul style="list-style-type: none"> <li>• 150% Rule.</li> <li>• Exception to 150% Rule (actual cost).</li> <li>• Airline travel or other common carriers.</li> <li>• Car rental.</li> <li>• Combining personal time with travel.</li> </ul> </li> </ol>
<b>Approving Authority or Delegate</b>	<ol style="list-style-type: none"> <li>3. Review Travel Request Form. Decides risk/benefit of any non cancelable arrangements.</li> <li>4. When applicable, provide guidance regarding relocation.</li> </ol>
<b>Travel Coordinator</b>	<ol style="list-style-type: none"> <li>5. Makes transportation reservations. Obtains and delivers tickets to employee.</li> </ol>
<b>Employee</b>	<ol style="list-style-type: none"> <li>6. Obtains authorization for changes in itinerary while in travel status. Pays any added costs for later reimbursement (<a href="#">SAAM Section 10.10.50</a>).</li> </ol>

- B. **Authorization for All Out-of-State and Out-of-Country Travel** – Travelers must obtain written approval from the approving authority prior to traveling.

### Exhibit 2-2 Out-of-State and Out-of-Country Travel Authorization Procedures

<b>Annual Fiscal Year Out-of-State/Out-of-Country Travel Plan</b>	
<b>Approving Authority and Deputy Secretary</b>	<ol style="list-style-type: none"> <li>1. Develops and approves an annual fiscal year out-of-state or out-of-country travel plan.</li> </ol>
<b>Unanticipated Travel</b>	
<b>Employee/Travel Coordinator</b>	<ol style="list-style-type: none"> <li>1. Research most prudent travel modes and lodging consistent with economy, efficiency, and personal safety.</li> <li>2. Submit out-of-state travel request through the Out of State Travel System (OSTRS) at least four weeks in advance of proposed departure date. This will allow the approving authority sufficient time to review the request and obtain the best possible travel rates.</li> </ol>
<b>Approving Authority or Delegate</b>	<ol style="list-style-type: none"> <li>3. Ensure request complies with travel guidelines. Electronically approve the travel request.</li> </ol>
<b>Employee</b>	<ol style="list-style-type: none"> <li>4. Coordinates travel arrangements with the organization travel coordinator. Obtains authorization for changes in itinerary while in travel status. Pays any added costs for later reimbursement.</li> <li>5. Attaches copy of approved out of state trip request to the Travel Expense Voucher.</li> </ol>

- C. **Authorization for Sponsored Trips** – Sponsored trips follow the same approval process as non-sponsored trips. Out of state travel must be approved through the Out of State Travel System (OSTRS) even if there is no cost to WSDOT.

**Exhibit 2-3 Sponsored Travel Procedures**

<b>Employee</b>	<ol style="list-style-type: none"> <li>1. Complete the Sponsored Trip Checklist and attach to trip request confirming that there is no Section 4 relationship or unallowable indirect gift in accordance with the State Ethics Law.</li> <li>2. Obtain documentation from the sponsoring organization in the form of email or letter and attach to trip request showing evidence that the trip is fully or partially sponsored.</li> </ol>
<b>Sponsoring Organization Provides Airfare, Hotel, or Other Travel Arrangements</b>	
<b>Employee</b>	<ol style="list-style-type: none"> <li>3. Employee is required to use the sponsoring organization's account(s) when provided for airfare, hotel, or other travel arrangements. If the employee is expected to submit a reimbursement request to the sponsoring entity then proceed to step 4.</li> </ol>
<b>Sponsoring Organization Requires Travel Reimbursement for All or Portion of Travel Costs.</b>	
<b>Travel Coordinator</b>	<ol style="list-style-type: none"> <li>4. Makes transportation arrangements using the WSDOT CTA for airfare and/or lodging. Other costs including meals will be reimbursed to the employee by WSDOT at the allowable rates on the Travel Expense Voucher (TEV) Form 133-101.</li> </ol>
<b>Employee</b>	<ol style="list-style-type: none"> <li>5. Submit a reimbursement request to the sponsoring organization within 7 business days of their return to work. All expenses for the reimbursement shall be contained in the request.</li> <li>6. Request that reimbursement checks be made payable to WSDOT and reimbursed within 30 days of submission.</li> <li>7. Submit a TEV Form 133-101 with attached signed copy of the reimbursement request submitted to the sponsoring organization.</li> <li>8. Endorse to WSDOT any reimbursement checks made payable to the employee and submit to Accounting office within 1 business day of receiving payment. A copy of the remittance advice must be provided with payment from the employee in cases where the sponsoring organization reimburses the employee electronically.</li> <li>9. Reimburse WSDOT when reimbursements received from the sponsoring organization are less than expected or seek approval from the approving authority for WSDOT to cover the additional allowable costs.  When the employee fails to obtain approval for WSDOT to cover the additional allowable costs, the full-unreimbursed amount shall become immediately due.</li> </ol>
<b>Accounting</b>	<ol style="list-style-type: none"> <li>10. Establish a receivable in the employee's name for the amount of the reimbursement request.</li> <li>11. Apply payments to the receivable and issue a refund to the sponsoring organization for reimbursements in excess of allowable costs.</li> </ol>
<b>Approving Authority</b>	<ol style="list-style-type: none"> <li>12. Review requests for approval to reimburse additional allowable costs not reimbursed by the sponsoring organization.</li> </ol>

## **2-11 Meetings, Conferences, Conventions, Seminars, and Training Sessions**

When meetings or conferences are necessary, the department must:

- A. Give first preference to barrier-free locations at state or other publicly-owned (e.g., local government) facilities in lieu of renting or leasing other facilities. Selection criteria to consider are:
  - Cost
  - The suitability of barrier-free facilities
  - Accessibility to attendees
  - Convenient location
  - Compliance with ADA requirements
  - Other relevant factors determined at the time of the selection

WSDOT discourages hosting events at a rented/leased barrier-free non-state or public facility. If this must occur, the person responsible for the choice of location and facilities is to submit justification in advance in writing to the Chief of Staff or designee for statewide meetings by using the Meeting Request Form 700-003. Approval for local events is the appropriate Regional Administrator, Assistant Secretary, or Modal Director.

Executives or their designee are responsible for assuring the number of travelers attending a particular conference, convention, seminar, meeting or training session is limited to the minimum necessary to benefit from the event.

The justification must include:

- The purpose and objective of the meeting.
- The name of the organization or persons expected to attend and an estimated number of attendees.
- An estimate of the anticipated cost to the state to include travel costs of all travelers attending the function. If meals are provided, costs must be in accordance with state rates and reimbursement rules and procedures for meals with meetings.
- An explanation for why a state or public-owned barrier-free facility cannot be used.

## **2-12 Coffee and Light Refreshments**

Coffee and light refreshments may be purchased with state funds for use at department sponsored meetings or training sessions under limited conditions.

- In accordance with Executive Order E 13-06, offices are required to incorporate healthy food and beverage options when applicable and whenever practical, Washington-grown products shall be purchased and promoted.
- This authority is not to be used for hosting activities including employee anniversaries, retirements or lobbying activities.
- Meetings of less than three hours would not normally qualify for this authority.

This authority is intended for special situations (events) or occasions where all of the following conditions are met:

- A. The department has determined that coffee and light refreshment should be served at a special event. The purpose of the event must be to conduct official state business or to provide formal training that benefits the department.

- B. The refreshments are an integral part of the meeting or training.
- C. Written approval describing meeting purpose and/or objective statement, and expected meeting outcome must be obtained from the Approving Authority prior to the event by using a Department memorandum or the Meeting Authorization Request Form 700-003. Approving Authorities may delegate this responsibility at the Executive's discretion. (However, approval for the use of official meeting meals is limited to a specific list of executives.)

Costs for refreshments are reasonable and prudent as evidenced by a receipt.

- As a guideline, the costs per person per day (tax and gratuity included) should be no more than 20 percent of the daily meal per diem (usually lunch per diem) for the location at which the event is being held.
- For example, in a location where the daily meal rate is \$21, then the coffee and light refreshments should be no more than \$4.20 per person per day (tax and gratuity included).

For payment purposes, use Sub Object Code EA21, Light Refreshments, for all food items. Part of the cost for providing light refreshments is non-food items such as cups, napkins, and utensils. This expense may be charged, as each organization deems appropriate.

Organizations will submit a payment voucher with the following documentation attached:

- Approved document – Meeting Authorization Request Form 700-003.
- Itemized receipt for all costs incurred.

## 3 Meals

### 3-1 Meal Allowance Eligibility

The traveler is responsible for understanding the criteria that must be met before meals can be claimed. Employees are expected to NOT purposely delay their return in order to qualify for unnecessary meal costs.

Meal periods defined:

- **Breakfast** – The hour beginning an hour and one half before the scheduled work shift starts.
- **Lunch** – The mid point of the work shift.
- **Dinner** – The hour beginning a half hour after the scheduled shift ends.

The following criteria must be met to receive a meal allowance:

- A. **Travel Status** – Travelers must be in travel status during the entire department determined meal period. An individual is considered to be in travel status when the traveler is away from both the official residence and the official station (exclusive of commuting between the traveler's official station and official residence) and on state related business:
  - Travelers are expected to return promptly to either the official station or official residence when the state business is completed.
  - The department determined meal period is determined by the traveler's predominant work schedule for the week or pay period. Meal periods on days off are the same as for days worked.

**Example:** Meal Periods – If you work four 10s, then your meal periods are based on a ten-hour workday on your days off. Similarly, if you work eight nine-hour days and one eight-hour day, meal periods on days off are based on the nine-hour workday.

- Meals incurred at the employee's official station and/or official residence do not meet the eligibility requirements for being in travel status and will not be reimbursed.

#### B. The Three-Hour rule (same day travel)

- For same day travel a traveler must be in **travel status** during their entire regular scheduled working hours **and** an additional three hours outside their regular scheduled working hours. The three hours may occur before, after, or a combination of both before and after the traveler's regularly scheduled work shift.

Examples:

- The traveler works an 8 hour day with an hour lunch and their regular scheduled working hours are 8:00 am to 5:00 p.m. Monday through Friday. The traveler must be in travel status during the hours of 8:00 a.m. and 5:00 p.m. plus an additional 3 hours for a total of 12 hours in order to meet the 3 hour rule.
- The traveler works an 8 hour day with an hour lunch and their regular scheduled working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The traveler stops by work then leaves for travel status beginning at 10:00 a.m. returning at 10:00 p.m. The traveler was in travel status for a total of 12 hours and in travel status over their lunch and dinner meal period. **However, the traveler was not in travel status over their entire regular scheduled working hours (8:00 a.m. to 5:00 p.m.) so they do not meet the 3 hour rule.**
  - The traveler is allowed 15 minutes de minimus time for coming into the office for reasons such as picking up keys, work vehicle, to receive instructions from supervisor or check email.
- For the day in question, the traveler must be in travel status over their assigned meal period in order to qualify for meal per diem.
  - **Breakfast** – Be in travel status continuously for at least 1.5 hours immediately prior to the start of the regularly scheduled shift.
  - **Lunch** – Be in travel status during the entire department determined mid-shift (lunch) meal period. This period is the time the employee normally eats or, if eating times varies, one half way through the regular schedule.
  - **Dinner** – Be in travel status continuously for at least 1.5 hours immediately following the end of the regularly scheduled shift.
- Three hour Rule on Scheduled Days off:  
Any three hours in travel status, on a scheduled day off qualifies for the Three-Hour rule. However, to qualify for a meal on scheduled days off, you must be in travel status during your regularly scheduled meal period. Meal periods for days off are the same as for days worked and are based on the predominant daily work schedule.

#### Notes:

- Meals served on airlines are not considered a meal.

### 3-2 Meal Allowance Cost Breakdown

The following items are **included** in the daily meal allowance amount:

- Cost of a meal including a non-alcoholic beverage.
- Incidental expenses (cost of snacks). **Note:** Continental U.S. rates include \$3 for snacks as incidental expenses.
- Any applicable sales tax.
- Any customary tip or gratuity.\*

### 3-3 Reimbursable Meal Costs

Travelers may be entitled to a meal allowance while on official state business. A meal allowance is based on an entitlement and the traveler is not required to show proof of actually buying a meal. Managers are expected to control the traveler's departure and return times to ensure unnecessary meal costs are not incurred by the department (travel time must be in support of the performance of official state business). Reimbursement is subject to the requirements and restrictions of this subsection:

A. The meal allowance rate is based on:

- **Non-Overnight (Same Day Travel)** – For non-overnight (same day) travel assignments, all meals will be reimbursed at the rate in effect for the location of the traveler's last temporary duty station of the day (where traveler last stopped for official state business).
- **Overnight Travel** – For overnight travel assignments, Federal Internal Revenue Service (IRS) Publication 463 requires all meals to be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) continues to be the rate for the location where the traveler last stopped for sleep (normally the lodging facility evidenced by a receipt).
- **Non-Mandatory Attendance at Seminars or Professional Meetings** – WSDOT has the right to negotiate all travel reimbursement. The department may reimburse meal expenses at a lower rate than the state rate, provided that reimbursement at a lower rate is agreed to in writing by the traveler in advance of the travel. The documentation must be attached to the travel expense voucher.
- When an employee elects to use a travel trailer or camper in lieu of using a commercial lodging facility, reimbursement for meals is to be at the rates stated in Schedule A under the heading "Non-High Cost Locations".

When the department requests an employee use their travel trailer or camper in lieu of commercial lodging, meals are reimbursed as part of the hourly per diem payment.

B. Reimbursement is on an allowance basis. The allowance includes a basic allocation for a reasonable meal cost, sales tax, and customary tip or gratuity. The meal allowance should not exceed the amounts in effect at the time of travel, unless:

- An exception is specifically provided by statute.
- As authorized by [SAAM Section 10.40.20](#).

C. For meal allowances refer to:

- **Schedule A** – Lodging, Subsistence, and Mileage Rates for the Continental USA.
- **Schedule B** – High Cost Lodging And Subsistence Rates for Continental USA.

- **Schedule C** – High Cost Lodging And Subsistence Rates for the Non-Continental USA and Foreign (areas outside/Alaska, Hawaii, etc.).

Schedule C contains an additional incidental expense allowance that must be subtracted from the Federal rate. You must divide the total rate by 1.1 and then subtract the lodging amount identified on the Schedule C. The remainder is the amount allocated for meals (use calculations referenced below and round to the nearest dollar).

**Example:** A trip is planned to Paris, France. Total per Diem Rate divided by 1.1 – [less] the Rate Identified on Foreign Schedule for Lodging = Meal Allowance

- The Paris Per Diem of \$403 is divided by 1.1 = \$366 – \$261 Lodging Rate = \$105 Meal Allowance
  - Meal Allowance: Breakfast is  $\$105 \times 25\% = \$26$ ; Lunch is  $\$105 \times 30\% = \$32$ ; Dinner is  $\$105 \times 45\% = \$47$
- Rates may be accessed at Headquarters Accounting Travel website at [wwwi.wsdot.wa.gov/Travel](http://wwwi.wsdot.wa.gov/Travel).

- D. When a traveler has special dietary requirements. It is the traveler's responsibility to make special meal arrangements and to reference these arrangements in the remarks section on the travel voucher.
- E. When it becomes necessary to determine the amount to reimburse for individual meals (from the daily meals rate), use the following calculations rounded to the nearest dollar:
- The breakfast portion is 25 percent of the set daily meals entitlement;
  - The lunch portion is 30 percent of the set daily meals entitlement; and
  - The dinner portion is 45 percent of the set daily meals entitlement.

### 3-4 **Non-reimbursable Meals**

When the following conditions exist, meals should not be reimbursed:

- A. Reimbursement for meal expenses incurred at the traveler's official station or official residence is prohibited, except:
- In emergency situations when the Secretary of Transportation determines that employees performing critical department functions must remain at their work locations.
  - As provided for under the provisions of [Section 9](#) and [SAAM Section 60.20.10](#) or as a provision of bargaining agreement under employer provided meals and lodging.
- B. Reimbursement for meal expenses is not to be authorized when a traveler does not incur expenses for meals because they are furnished.

**Example:** When a meal(s) is furnished and where identifiable costs of meals are included in the lodging rate or registration fee of a meeting, conference, convention, or formal training session

### 3-5 **Taxable and Non-Taxable Meal Allowances**

- A. For non-overnight (same day) travel assignments where meals were purchased employee's reimbursement **will** be reported as taxable income to the traveler.
  - For this purpose, the IRS does not consider a person to be in travel status unless they are away from his/her tax home (official residence) overnight or the trip is long enough that the employee needs to stop for sleep or rest to perform duties. Napping in cars will not suffice as substantial rest.
  - All meals will be reimbursed at the rate in effect for the location of the traveler's last temporary duty station of the day (where traveler last stopped for official state business).
  - Employee travel reimbursements will be paid through the Transportation Reporting and Accounting Information System (TRAINS) and payroll taxes will be reported through the State's central payroll system.
- B. For overnight travel assignments, where meals were purchased employee's reimbursement will **NOT** be reported as taxable income to the traveler.
  - IRS Publication 463 requires all meals to be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) is the rate for the location where the traveler last stopped for sleep (normally evidenced by the previous day's receipt from the lodging facility).

### 3-6 **Meeting Meals**

OFM policy in the [SAAM Section 10.40.20](#) allows for agencies to approve reimbursement for actual cost of meals regardless of meal allowance rate and Three-Hour Rule when the agency requires the employee to attend a meeting that is being held or sponsored by a non-state organization. In addition, Chapter 70.15.10 allows for agencies to provide meeting meals at agency sponsored business meetings (includes conferences, conventions, and formal training sessions) involving elective and appointed officials, and state employees up to the allowable meal allowance for the location.

- A. Meeting Attendance at Non-State Organizations with Meeting Meals
  - **Approval** – Attendance at these meetings will be approved by the Secretary of Transportation or authorized designee in accordance with the Secretary's Executive Order E 1012 (Deputy Secretary, Assistant Secretaries, Region Administrators, or Directors of divisions or of offices directly reporting to the Secretary's office).
  - **Approval Requirements**
    1. Approvals must be in writing.
    2. One-time approvals for recurring meetings can be made at the time of the initial request.
  - **Reimbursement** – For meeting meals not furnished free of charge, actual meal costs will be reimbursed as evidenced by a receipt.
  - **Documentation Requirements**
    1. Receipts are to be attached to the Travel Expense Voucher Form 133-103 or invoice voucher. (Invoice vouchers may be used when meals are included as part of a conference or training registration.)



2. When the meal cost exceeds the standard meal allowance the employee must provide itemized receipt (including gratuity) in order to receive full reimbursement.

## B. Meeting Meals at WSDOT-Sponsored Events

- **Restrictions** – WSDOT *may not* make expenditures for meals in the following situations:
  1. For non-state employees. WSDOT Programs that assess that they have statutory authority for providing meeting meals to non-state employees must submit written request to the Deputy Secretary for review and approval. Payments are not authorized without prior written approval of the Deputy Secretary. Although Federal grant language may allow meal costs for non-employees, title 2 in the Code of Federal Regulations, part 225, Appendix A Principles for Determining Allowable Costs section C.1.c requires authorization under State law.
  2. For anniversaries of departments or organizations within WSDOT.
  3. Receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.
  4. Any hosting activities. Hosting includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for meals for those whom WSDOT is not legally authorized to reimburse.
- **Approval** – [RCW 43.03.050\(3\)](#) and [\(4\)](#) provides for the approving authority (Secretary of Transportation) or authorized designee (Deputy Secretary, Assistant Secretaries, Regional Administrators or Directors of Divisions, or of Offices reporting directly to the Secretary's office) to authorize reimbursement for the allowable cost of meals, for certain meetings (includes conferences, conventions, and formal training sessions); for elective and appointed officials and state employees. Delegation will be in accordance with Executive Order [E 1012](#).

The approving authorities may authorize allowable costs for meals with meetings, when meetings are away from the employee's or official's regular workplace (the employee's actual work station) regardless of travel status, and without regard to the Three-Hour Rule. These meals must not exceed the meal allowance rate for that location. One-time approvals for recurring meetings can be made at the time of the initial request.

In accordance with Executive Order 13-06, offices are required to incorporate healthy food and beverage options when applicable and whenever practical, Washington-grown products shall be purchased and promoted.

- **Documentation Requirements**

Each office is responsible to maintain clear records for each event for which the department purchased meals to include the following information:

1. Pre-approved Meeting Request Form 700-003.
2. The purpose and objective of the meeting explaining how this is advantageous to the state ([RCW 43.03.050\(3\)](#) and [\(4\)](#)).
3. The necessity for meeting during the meal period.

4. An estimated number of the attendees, and the reasons these particular attendees were invited (what knowledge, skills, and abilities do they bring), to include the names of the state organizations or persons attending the meeting.
  5. An estimate of the anticipated cost to the department for the meeting including the meal cost.
  6. A copy of the meeting agenda is attached, demonstrating the meal is an integral part of the meeting.
- **Reimbursement** – For payment purposes, use Object Code GD03, Meals with Meetings. Submit a payment voucher with the following documentation:
    1. Approved document (Meeting Request Form 700-003).
    2. List of attendees, including the name of their organization or agency.
    3. Itemized receipt for all costs incurred.
    4. A copy of the meeting agenda.
- C. **Non-Mandatory Attendance at Seminars or Professional Meetings** – For non-mandatory attendance at seminars or professional meetings, reimbursement for meal expenses may be at less than the rates stated in Schedule A, Schedule B, or Schedule C, provided that in all instances reimbursement at a lower rate is agreed to in writing by the traveler in advance of the travel and attached to the travel expense voucher when requesting reimbursement.

### **3-7 Meals With Lodging**

This section does not apply to meals served in conjunction with meetings, conferences, conventions, seminars or other training sessions.

If a lodging establishment advertises a “continental breakfast” (regardless of what is actually served) it will be treated as a continental breakfast.

## **4 Lodging**

### **4-1 Reimbursable Lodging Costs**

Travelers may be entitled to lodging expenses while on official state business. Reimbursement is subject to the requirements and restrictions of this subsection.

- A. Lodging expenses, at a Temporary Duty Station, are allowed when the temporary duty station is more than 50 miles (most direct route) from the traveler’s official residence and official station.
- Reimbursement of lodging expenses incurred at a lodging facility located at either the traveler’s official station or official residence is prohibited except:
    1. As an allowable moving cost.
    2. In emergencies, when WSDOT determines that employees performing critical departmental functions must remain at their work stations.
    3. When an employee acting in a custodial or leadership role must, as part of their duties, lodge with clients of the department.

- B. Reimbursable lodging expenses are limited to: the basic room rate plus any applicable sales taxes and/or hotel/motel taxes.) Lodging tips or gratuities will not be reimbursed because these types of expenses are considered non-essential expenses (fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and others for personal services performed).

The traveler is reimbursed actual cost, as evidenced by a receipt, for a single basic room up to the maximum lodging rate (government room rate), based on that location, unless:

- An exception is specifically provided by statute.

**Note on Surcharges:** If a surcharge is part of the tax structure of the location it is reimbursable as part of the applicable taxes. For example Clark County. Mandatory surcharges being levied by the facility that are not part of the tax structure may be reimbursed as miscellaneous travel costs.

For maximum lodging rates, refer to Schedule A: Lodging, Subsistence, and Mileage Rates for the Continental USA, and/or Schedule B: High Cost Lodging and Subsistence Rates for Continental USA, or Schedule C: High Cost Lodging and Subsistence Rates for the Non-Continental USA and Foreign, at Headquarters Accounting Travel website at [www.wsdot.wa.gov/travel](http://www.wsdot.wa.gov/travel).

Travelers may be reimbursed taxes paid on lodging in addition to the Maximum Lodging Amounts contained in Schedules A and B. Lodging Costs in excess of the allowance and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and the unallowable costs. Code the payment of taxes on lodging as lodging expense.

The employee is to return promptly to either the official duty station or official residence when the state business has been completed. If the employee is authorized to stay an additional day then the traveler is to promptly return the next day or as soon as possible thereafter.

- C. Costs incurred by a traveler during occupancy of a commercial lodging facility(s) rented on other than a daily basis, such as on a weekly or monthly basis, may be reimbursed. This may not exceed the total costs obtained by multiplying the number of days involved times the applicable daily lodging amount(s) as follows:
- For Schedule A or Schedule B, add the lodging taxes to the lodging allowance amount.
  - For Schedule C, use the lodging allowance amount shown (includes all taxes on lodging).

Travelers requesting reimbursement must attach lodging receipts to their travel expense voucher.

- D. Except in emergencies or where Employer Provided Lodging contract provisions exist, employees will not be reimbursed for lodging expenses claimed within 50 miles of both the official residence and official station
- E. Lodging allowances may be reimbursed at less than the stated rates when attending a non-mandatory seminar or professional meeting. However, the agreement to receive less than the stated rates must be signed in advance of the event.
- F. In the case of department wide sponsored events, the maximum allowable lodging amounts for state employee meetings, conferences, conventions, and training sessions may not always be sufficient for the department to rent properties with the facilities needed for these purposes. When this occurs, the department may increase the lodging reimbursement up to 125% of the maximum allowable lodging rates contained in Schedule A, Schedule B, or Schedule C.

## 4-2 **Exception to Lodging Expenses for the Normal Return Night**

When the traveler does not return to his/her official residence or official station on the normal return night\*, the traveler is to promptly return the next day or as soon as possible thereafter.

**Note:** \*That night of travel on which it was anticipated prior to the trip, that the traveler would return either to the official duty station or official residence after the completion of official state business.

The department may reimburse under one of the following three conditions:

1. When the overnight stay is more economical to the state, justification must be attached to the traveler's Travel Expense Voucher.
2. The health and safety of travelers is of a concern; and considered advantageous to the state and may justify an overnight stay.
3. Compliance with the ADA is considered advantageous to the state and may justify an overnight stay. The Travel Expense Voucher must be annotated that the extra costs were incurred to comply with the ADA.

## 4-3 **Exception to the 50-Mile Rule**

When requesting an exception to the 50-Mile Rule, prior written approval is required from the approving authority or designee. This written documentation is to be attached to the employee's travel expense voucher.

Under one of the following three conditions, reimbursement for lodging expenses is allowed when the temporary duty station is located within 50 miles (most direct route) of both the traveler's official residence and official station.

- A. 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.
  - The amount of time between close of business on the first day and the start of business on the second day must be 11 hours or less (based on 3 hours personal time and 8 hours of sleep).
- B. When the health and safety of travelers is of concern. Prompt notification of the traveler's supervisor is required when an alteration of travel plans and itineraries occurs and the change may result in extra travel expenses.
  - **Emergency Health Situation** – In emergency situations, such as a sudden on-set of incapacitating illness, the supervisor should be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's travel expense voucher.
  - **Severe Inclement Weather is Involved** – The severe inclement weather condition must also be noted on the traveler's travel expense voucher.
- C. When the approving authority can demonstrate that staying overnight is more economical to the state.
  - A cost benefit analysis (Worksheet – Least Cost Benefit Analysis or a Department Memorandum) must be attached to the travel expense voucher.

WSDOT may request in writing an exception to this regulation for other unique conditions from the Director of OFM.

#### 4-4 **Exception to the Maximum Allowable Lodging Rates – The 150% Rule**

Occasionally under certain situations, lodging costs may exceed the allowable maximum lodging rate. The department head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amounts listed in Schedule A, Schedule B, or Schedule C.

To exercise the exception to the maximum allowable lodging amount or the 150% Rule, one of the following situations must exist and prior written approval (a statement that describes why an exception was necessary) must be obtained from the approving authority or authorized designee:

- When a 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.
- When costs in the area have escalated for a brief period of time either during special events or disasters.
- 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. Note a cost analysis must accompany this condition.
- The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.
- To comply with provisions of the Americans with Disabilities Act (see [Section 2-8](#)), or when the health and safety of the traveler is at risk (see [Section 2-6](#)).
- 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. Note a cost analysis must accompany this condition.

The written approval for the exception, signed by the approving authority or authorized designee, must be included, as part of the payment document and the number of the situation for the exception should be referenced in the comment section of the payment document.

- The traveler is to select the most economical room available under the circumstances.
- WSDOT is not to treat any employees differently under like travel circumstances.
- The authorized room rate does not exceed:

##### **150% Calculation**

Meals (+) Lodging = Normal Per Diem (x) 1.5 = 150% amount

*Example:* \$31 (+) \$60 = \$91 (x) 1.5 = \$136.50 rounded to \$137.00

- The total adjusted per diem amount is calculated in the following manner:

Adjusted lodging rate \$137.00 + meal allowance of \$31 = Total Adjusted Per Diem rate of \$168.00.

#### **4-5 Lodging in Excess of the 150% Rule – The Exception to 150% Rule**

WSDOT may approve payment of lodging expenses in excess of the 150% Rule and pay the total actual cost when exceptional conditions exist that result in unusually high expenses. Prior written approval should be obtained by the approving authority or authorized designee

An exceptional condition exists when **all three** of the following conditions exists and prior written approval (a statement that describes the unusual circumstances and why an exception was necessary) must be obtained from the approving authority or authorized designee and will be attached to the payment document:

All three of these conditions must exist in order to use the exception to the 150% Rule:

1. 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;
2. It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held;
3. 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 expense voucher or reference the file location. It is recommended that traveler obtain at least three phone quotes from other hotels in that location.

#### **4-6 Non-Reimbursable Lodging Costs**

The following types of lodging-related costs **shall not** be reimbursed:

- Lodging tips or gratuities.
- Lodging expenses incurred at a lodging facility located at either the traveler's official station or official residence.
- Lodging expense incurred at a lodging facility or temporary duty location located within 50 miles of both the official residence and official station.
- Personal and non-essential costs associated with lodging.
- Lodging expenses are not authorized when a traveler stays at a noncommercial lodging facility, such as a private/family residence, state provided facilities, etc.
- Additional charges for family members accompanying the employee.

#### **4-7 Payment of Lodging Accommodations**

Options for paying lodging accommodations include:

- A. **State Charge Card**– The preferred method for paying for lodging is the Central Travel Account (CTA) or Corporate Travel Card.

##### **Central Travel Account (CTA)**

- Travel Coordinator Responsibilities
  - Ensure that room charges are not incurred prior to the first night's stay.
  - Provide the employee with the hotel contact information and reservation confirmation number.
  - Inform employee of hotel cancellation policy and responsibility for cancelling reservations so as not to incur late cancellation fees.

- **Employee Responsibilities**
  - Employees are to review and sign the bill, paying for any excess above the allowable expense when checking out. Charges for movies, room service, phone calls, etc. must be paid on the employee's personal funds.
  - Provide the original signed lodging receipts to the assigned purchase card reviewer.
  - Indicate in the remarks section of the Travel Expense Voucher that lodging was paid via Central Travel Account.
  - Employees are responsible for room charge if room is cancelled without proper notice unless travel is cancelled due to unforeseen circumstances outside the traveler's control.
- **Inadvertent Personal Charges**
  - Employees are to submit reimbursement to WSDOT in the event that personal charges are charged to the CTA.
  - Failure to repay such unauthorized lodging expenses shall result in disciplinary actions as appropriate.

#### **Corporate Travel Card**

- Travelers are to attach detailed lodging receipts to the Travel Expense Voucher Form 133-103.

#### **B. Direct Payment to Vendor by WSDOT** – Each organization is responsible for setting up direct billing to the department.

- **WSDOT Responsibilities** – Payment by the department for such an arrangement may not exceed the amount normally reimbursable to the employee(s). Costs incurred by an employee during occupancy of a commercial facility rented on other than a daily basis, such as on a weekly or monthly, may be reimbursed not to exceed the total obtained by multiplying the number of travel days involved times the applicable daily lodging amount(s).

Required vendor payment documentation includes, but is not limited to:

1. List of persons (names and organizations) for whom such services are provided and dates of their attendance
2. Vendor billing in sufficient detail to ensure payments are in conformance with purchasing Procedures and the accepted agreement.
3. A copy of a letter of agreement between vendor and the department setting forth the services to be rendered by the vendor and the charges thereof should be on file.

- **Employee Responsibilities**

1. Employees are to verify billing address at the time of check in.
2. Employees are to review and sign the bill, paying for any excess above the allowable expense when checking out.

#### **C. Employee Pays by Personal Resources** – Travelers are to attach detailed lodging receipts to the Travel Expense Voucher Form 133-103.

## 4-8 Alternatives to Hotel/Motel Lodging

### A. Using a Travel Trailer, Camper, or Motor Home

- For convenience of the employee:
  1. Approval to use a motor home, travel trailer, or camper must be authorized in advance.
  2. Reimbursement is limited to actual space rental costs (as evidenced by a receipt from a commercial facility) not to exceed the maximum non-high cost lodging rate as shown in Schedule A.
  3. When an employee is using a personal trailer, camper, or motor home the employee will not be paid an additional reimbursement for the use of a personal travel trailer, camper, or motor home.
  4. When a travel trailer, camper, or motor home is rented or leased, the employee will not be reimbursed for this cost.
- For convenience of WSDOT, the department head or authorized designee, with the traveler's concurrence, may authorize in advance the use of a privately-owned travel trailer or camper when **all** of the following conditions exist:
  1. Suitable commercial lodging is not available.
  2. State lodging is not provided.
  3. There is a benefit to the state for the traveler to remain at the temporary work station. In this situation, the traveler is to be reimbursed at the hourly, non-high cost per diem rate shown in Schedule A.

**Example:** The non-high cost rate is \$91.00, then dividing by 24 hours equals an hourly rate of \$3.79. If the traveler were in travel status ([SAAM Section 10.30.30.c](#)) for 60 hours, the reimbursement would be:  $60 \times \$3.79$  for \$227.50.

### B. Using Houses, Apartments, or Dormitories

- The non standard lodging facility must be operated as a viable business offering accommodations to the general public.
- A cost benefit analysis must support that the total reimbursement does not exceed the allowable lodging rate.
- Prior written approval must be obtained from the approving authority or designee. A statement describing why the situation supports an exception to commercial lodging should be included.
- Reimbursement is not to exceed the total reimbursement at the maximum lodging rate for each day of actual occupancy.
- Add benefit for state provided (extras) phone and utilities



## 5 Transportation

### 5-1 Reimbursable Transportation Costs

Reimbursable transportation expenses include the costs of all necessary official state business travel on railroads, airlines, ships, buses, private motor vehicles, and other usual means of conveyance.

Costs incurred by driver negligence will not be reimbursed.

### 5-2 Mileage – Privately Owned Vehicle (POV) and Privately Owned Aircraft

Mileage off the traveler's normal commute route is eligible for reimbursement. Types of eligible mileage:

A. To/from **destination mileage** may be based on:

- Point-to-point:
  1. **In-State – WSDOT Highway Map** – Point-to-point mileage in the state is to be determined based on the distances shown on the latest Department of Transportation Official State Highway Map. *Internet mileage guides may be used, but a copy of the map must be attached to the trip documentation.*
  2. **Out-of-State – Standard Highway Mileage Guide** – Out-of-state mileage is to be determined based on standard highway mileage guides. *Internet mileage guides may be used, but a copy of the map must be attached to the trip documentation.*

- Actual mileage from:

1. Odometer reading.
2. Trip meter reading.

If actual odometer or trip meter readings are used for entire trip, then vicinity miles need not be broken out. However, specifics about where the traveler is going and for what purpose must be noted in the Purpose of Trip column. Apparent excessive mileage will require additional documentation.

- **Ferries Division** – Actual mileage is to be determined using Ferries Division [Appendix C](#).
- **Private Air Craft Mileage** – Private aircraft mileage is based on the distance between airports on National Oceanic Atmospheric Administration (NOAA) airways charts and is available from the Aviation Division.

B. **Vicinity Mileage** based on actual odometer reading or trip meter readings.

- Readings are to be shown on the Travel Expense Voucher Form 133-103 as a separate figure, if point-to-point maps miles are used for to/from mileage.
- Trip meter readings will be treated the same as point-to-point mileage on the Travel Expense Voucher. However, a notation stating trip meter used must be on the voucher.
- Specifics about where the traveler is going and for what purpose must be noted in the Purpose of Trip column.
- If point-to-point mileage is used, note this fact on the Travel Expense Voucher in the Purpose of Trip column.

### **5-2.1 Restrictions on Privately-Owned Motor Vehicle Usage**

Refer to [SAAM Sections 10.50.20](#) and [10.50.25](#) for reimbursement and restrictions of privately-owned motor vehicle use.

Because of the potential of misuse in this area, the department cautions all organizations to strictly adhere to [Section 2](#).

[Section 2-3](#) defines the terms economical and advantageous to be used in determining when it is more economical or advantageous to the state that a state driver travel by privately-owned motor vehicle rather than a common carrier or state-owned or leased motor vehicle.

If it is determined to be more economical or advantageous to travel by privately-owned vehicle, only miles off the traveler's normal commute route are eligible for reimbursement. In addition, WSDOT will only reimburse the lesser of the mileage from the traveler's official residence to the temporary duty station or from the traveler's regular place of work to the temporary duty station.

### **5-2.2 Requirements for Privately-Owned Vehicle Use**

- If a state provided vehicle is not available, refer to [Use of State Provided Motor Vehicles M 53-50](#).
- Employees who drive their personal vehicle regularly are encouraged to have a business rider added to their personal insurance.
- Employees may bring family members and other passengers on business trips in private vehicles. However, the state of Washington can't provide secondary liability insurance coverage for injuries to passengers not performing official state business.
- Accidents while driving a privately owned vehicle on state business must be reported to the Headquarters Risk Management Branch. The employee's liability insurance provides primary liability coverage. Proof of liability insurance must be maintained in all private vehicles used on state business.
- Reimbursement for the use of a privately owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

### **5-2.3 Elective POV Rate**

Approving authorities may approve an employee's request to drive their privately-owned motor vehicle for personal reasons if use of a privately-owned vehicle is not determined to be more economical or advantageous. When approved, employees will be reimbursed at the Government-furnished automobile rate published on the U.S. General Services Administration (GSA) website at [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715)

Additional information on the elective POV rate can be found in the POV Mileage Reimbursement FAQ document located on the WSDOT Travel website at [wwwi.wsdot.wa.gov/travel](http://wwwi.wsdot.wa.gov/travel)

## 5-3 **Renting Motor Vehicles**

Rental vehicles may be used for official state business under the following conditions:

- A state owned or operated motor vehicle is not available; Public transportation is not appropriate.

The use of the rental motor vehicle is advantageous to the state, more economical than other conveyance, or necessary state business cannot be accomplished otherwise (e.g., mail, telephone, etc.).

The agency head or authorized designee has approved in advance use of a rental car. Document this by using a Travel Request form.

### 5-3.1 **Restrictions on Renting Motor Vehicles**

Obtain rental vehicles from rental firms under contract by the Office of State Procurement.

If no contract vendor is available, or in cases of emergency, the traveler may use other resources available. Traveler must attach documentation for reimbursement.

If the traveler does not have access to a state travel charge system, the traveler's personal financial resources may be used to obtain the rental motor vehicle. Approval must be obtained in writing from the organization's Travel Coordinator. When the traveler is billed individually, and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipt for the costs to the Travel Expense Voucher. Transporting of unauthorized passengers in a rental vehicle is prohibited. The State of Washington will not provide liability protection to any unauthorized passengers in the event of an accident.

Drivers must be familiar with the principles of the following WSDOT guidance:

- [E 1065 Fleetride Rideshare Program](#)
- [Enterprise Risk Management Manual](#) M 72-01
- [Fleetride Program Manual](#) M 3044
- [Use of State Provided Motor Vehicles](#) M 53-50

The state contract for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is required to execute a personal contract to rent a motor vehicle for the vacation portion of the trip. Failure to do so may violate the state ethics law.

A traveler may personally rent a vehicle and charge the official business mileage at the state mileage rate and all rules and Procedures regarding the use of POV apply.

The state contract for rental of motor vehicles includes full insurance coverage for department-authorized passengers. The state will not reimburse travelers for the additional cost of insurance coverage purchased on state contract vehicle rentals.

## 5-4 Common Carriers

Official state business travel on railroads, airlines, ships, buses, and other usual means of conveyance is an allowable transportation expense. Each office is responsible to maintain clear records for each event which the department purchased travel by a common carrier. The Central Travel Account (CTA) is used to purchase common carrier tickets.

Other criteria to consider are:

- Transportation expenses should be purchased at the lowest applicable cost.
- Documentation to support the purchase decision and confirmation of travel by the traveler must be attached to all payment documents.
- If a ticket issued by a common carrier is not used or the department incurs additional fees due to personal reasons, the traveler is responsible for reimbursing the department for the full amount when the invoice is received.
- If a ticket is unused at the end of the fiscal year, the ticket cost is to be assessed for materiality and recorded in the concluding fiscal year as an asset rather than expenditure in accordance with fiscal year end closing procedures.

### 5-4.1 Common Carrier Ticket Controls

WSDOT is responsible for establishing an effective system for management and control over advance ticket purchasing for all approved in state, out-of-state, and out-of-country trips involving air, bus, train, and other forms of transportation by a common carrier.

When WSDOT determines it can save money by taking advantage of discounts offered by a **common carrier** for advance bookings and payments, it is authorized to pay for common carrier tickets prior to a scheduled trip if the following conditions are met:

- The ticket is purchased through the CTA (Central Travel Account) Program administered by the Department of Enterprise Services (DES) or by utilizing best buy procedures described in the [Purchasing Manual](#) M 72-80.
- The department retains control of the ticket.

This includes:

- Physical control over paper ticket.
- Tracking of electronic ticket purchases (ticketless).
- Tickets or confirmation code should be delivered to travelers in a timely manner.

### 5-4.2 Purchasing Airfare

WSDOT's policy is that all air travel must be purchased using WSDOT's CTA by the travel coordinators or designee. WSDOT must use the following criteria when purchasing airfare:

- A. Use WSDOT Travel Request WSDOT 700-006 for requesting/authorization of travel by air.
- B. Use the air travel services provided by air carriers through contracts awarded by DES. The only exception is for conditions stated in the contract document. Where a city pair contract exists, such as between Seattle and San Francisco, reimbursement may be made up to the contract airfare amount.

- C. WSDOT may make reimbursement above the contract airfare only:
- For allowable conditions as stated within the contract documents.
  - When the air carrier does not have seats available for the desired destination. Reimbursement above the airfare contract will be at the lowest applicable airfare not to exceed tourist class or its equivalent. This reimbursement limitation may be exceeded, if necessary, when complying with the ADA.
- D. All purchases of air travel arrangements must be made through a DES-qualified travel agency or direct from the airlines except when:
- There is no state contract fare for the routes to be traveled. Contact your travel coordinator for the current list of qualified travel agencies.
  - Flight times do not meet the traveler's requirements.
  - Airfares can be obtained at a lesser price from another travel agency or a licensed air travel wholesaler for the same required itinerary (must be substantiated by three fare quotes from different qualified travel agencies).
  - Prior written approval must be obtained from the approving authority or authorized designee (department designated travel coordinator). The request for approval must include documentation of the quotes, a cost benefit analysis, name of traveler, date and time of quote, dollar amount, and source from which the quote was obtained (must be a licensed travel agent and fares offered to the general public). All documentation must be attached to the payment document.
  - Emergency or exceptional situations where the employee purchases a ticket. Purchases must be approved by the approving authority or authorized designee (department designated travel coordinator). Reimbursement will be limited to the lesser of the ticket price or the state contract price. Written documentation must be attached to the payment voucher.

State Contracts may be accessed at Accounting Travel website at [wwwi.wsdot.wa.gov/travel](http://wwwi.wsdot.wa.gov/travel).

- E. Normally, the maximum reimbursement for transportation expenses via non-air common carriers is the lowest applicable fare not to exceed the lowest class fare. The reimbursement limitation may be exceeded, if necessary for the health and safety of the traveler, and when disabled persons (and a personal care attendant, if necessary for the disabled person to travel) are required to travel.
- F. Discount airfare tickets for international routes may be purchased from an air travel wholesaler who is not a qualified travel agent if all the following conditions are met:
- There is no state contract fare for the international routes to be traveled;
  - Quotes (telephone or written) have been requested from at least two qualified travel agencies for the required itinerary. Written documentation of the quotes must include, in a cost benefit analysis, name of traveler, date and time of quote, dollar amount, and source from which the quote was obtained and must be attached to the payment document. For employee purchased tickets, reimbursement will be limited to the lesser of the ticket price or the state contract price;
- G. Airfares can be obtained at a lesser price (than fares quoted by the qualified travel agency) from another travel agency or an air travel wholesaler for the same required itinerary.
- H. WSDOT is required to seek a refund for unused tickets. WSDOT is to treat such refunds as recoveries of expenditures.

### **5-4.3 Restrictions on Airport Selection**

Use the criteria for selecting travel alternatives stated in [SAAM Section 10.10.20](#) for airport selection. In most cases, this means WSDOT must select the most economical alternative.

- Use of the local airport is assumed to result in travel expenses that are most economical to the state. Travelers are expected to use their local airport when traveling by regularly scheduled air service on state business, unless an alternative meets one of the criteria and conditions noted in [SAAM Section 10.10.20](#).
- A local airport is the airport that offers regularly scheduled air service that is closest to the point from which travel begins. In most situations it would be the airport closest to the traveler's residence. For out-of-state destinations, the closest airport that provides direct out-of-state flights may be considered the local airport.
- The traveler is to provide documentation to support a decision to use an airport other than the local airport. This documentation is to be attached to the payment voucher.
- If the traveler chooses another airport for reasons other than those specified in [SAAM Section 10.10.20](#), the traveler must bear any costs in excess of the most economical costs.

### **5-5 Changes to Itinerary May Affect Reimbursement**

If there is an authorized change in itinerary while in travel status to conduct official state business, the traveler, whenever possible, pays the added cost using:

- State travel charge card.
- Personal financial resources.

The traveler is to document the circumstances and attach a copy of the receipt for the added cost to the Travel Expense Voucher.

### **5-6 Using State Owned Vehicles**

#### **Operator Responsibilities and Requirements**

- Use of a state owned vehicle is for official business only or for authorized commuting.
- All drivers must have a valid driver's license in their possession; – Drivers must drive defensively and courteously at all times.
- Drivers must obey all state traffic laws.
- Supervisors are responsible to assure that drivers comply with state laws and are familiar with the contents of [Use of State Provided Motor Vehicles](#) M 53-50 and D 16-03 *Tort Claims*.
- Drivers of state-owned vehicles are under constant scrutiny and are very vulnerable to criticism. Criticism can be kept to a minimum by carefully following all traffic and ethics laws and being a considerate driver.
- Commuting with state vehicles may be authorized for certain vehicles when meeting stringent requirements for official state business. These are fully stated in [Use of State Provided Motor Vehicles](#) M 53-50 and D 53-51. Use of these vehicles is considered a federally taxable benefit.
- All vehicles used for official state business must carry accident report forms.
- The employee is responsible for maintaining the good appearance of an assigned vehicle, regardless of the length of assignment.

- State owned vehicles shall utilize the HOT lanes only when they meet the posted high occupancy vehicle (HOV) requirement (two passengers or more). If the state vehicle is equipped with a Good To Go! transponder, a transponder disabling device must be used.

### **Obtaining a General Administration Motor Pool Vehicle**

Reservations can be made in person or by phone. The following information is needed:

- Drivers name
- Date and time of pick up and return
- Destination
- Agency name
- Number of passengers
- Driver's phone number

Picking up the reserved vehicle:

- Valid drivers license
- Agency Vehicle Authorization Card (Yellow Card)
- You will receive a fuel card from the motor pool

Returning the vehicle:

- Return the vehicle with at least  $\frac{3}{4}$  tank of gas. If not there is a fee that will be charged for fueling the vehicle.
- When possible return the vehicle to the fenced area.
- Return keys to dispatch and notify them of the parking number and ending mileage.
- Night drop is available, but you will have to make arrangements with dispatch at time of pick up.

Canceling a reservation:

- If plans are changed and you no longer need the vehicle, contact the dispatcher and cancel the reservation, or there will be a charge for "No show."

## **6 Miscellaneous Travel Expense**

### **6-1 Direct Bill Expenses**

Whenever possible, the traveler should not pay for motor vehicle rentals, registration fees, rental of rooms for official state business, and other miscellaneous travel expenses. The traveler should request the vendor of the services to bill the department in accordance with prescribed WSDOT purchasing requirements. The traveler is responsible for:

- Assuring the vendor will establish a direct bill invoice to WSDOT (i.e., hotel/motel direct bill agreements have been established for each organization within WSDOT).
- Contacting the vendor to make advance reservations.
- Confirming services were received.
- Returning receipts or request for reimbursement in a timely manner.
- Documenting any special circumstances concerning the Direct Bill Invoice in writing to the Travel Coordinator or Financial Services office.

For example, a hotel/motel reservation:

- Confirm the direct bill account is active (if not, contact the organization Travel Coordinator or the Financial Services Office).
- Check the rate. Some rates may exceed the maximum allowable.
- Confirm the direct bill address. Provide the hotel/motel with the account number and any special instructions required by the organization.
- Guarantee the room (when necessary) using a personal credit card. The direct bill does not guarantee it. Whether the room is guaranteed or not, reservations must be canceled if plans change, and the accommodations are no longer needed.
- Traveler is responsible for room charge if room is not cancelled if trip is cancelled.
- At the time of check in, be prepared to provide identification showing proof of employment with WSDOT (i.e, check stub, insurance card).
- At the time of check out:
  - Verify correct billing address.
  - Verify the charges. All charges other than room, tax and parking must be paid.
  - If there are discrepancies, try to resolve them and notify your Travel Coordinator or Financial Services Office of potential problems as soon as possible.
  - Sign the invoice.

Request reimbursement and document in the “Remarks” section on the travel expense voucher “Direct Bill” with the name of the hotel/motel and attach all supporting receipts.

## **6-2 Reimbursable Miscellaneous Travel Costs**

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable. Attach receipts when applicable to payment documents. Reimbursable expenses include, but are not limited to:

- Taxi fares (including a customary tip or gratuity), transit fares, motor vehicle rentals, parking fees, and ferry and bridge tolls.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings. These fees would normally be invoiced and paid separately, not included on the Travel Voucher.
- Rental of a meeting room in a hotel or other place, which is used to transact official state business. The meeting room rental is reimbursable as a separate item when authorized in advance by the department head or authorized designee.
- Non-SCAN telephone charges. Report the person called and purpose of each call on travel voucher. Brief personal calls due to change(s) in travel plans are permitted -use SCAN system when possible. If available, backup documentation should be attached to the Travel Voucher.
- Hotel/motel surcharges on official state business phone calls.
- Charges for necessary facsimile (fax) services.
- Charges for necessary stenographic, typing, and copying services.
- The actual cost of laundry and/or dry cleaning expenses, as evidenced by a receipt, is authorized for travelers in continuous travel status for five (5) or more consecutive days. Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the “Detail of Other Expenses” portion of the Travel Expense Voucher.



- Mandatory fees charged by lodging facilities for items such as room safes, however employee should deny charges when possible.
- Gas, oil, other service, and/or minor repairs to state-owned vehicles when special situations did not permit the use of state-owned facilities. These charges are reimbursed by the Transportation Equipment Fund (TEF). This should be reimbursed separately, not included on the travel voucher. Contact appropriate TEF Accounting or Financial Services Office for further instruction.
- Personal care attendant services required by ADA qualified employees.
- Career development.
- Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic and international flights.

Questions concerning other allowable costs should be directed to your organization Travel Coordinator or Financial Services Office.

### **6-3 Restrictions on Career Development Travel Expenses**

[Exhibit 6-4](#) offers procedures to the most common career development Travel Expenses.

To ensure correct reimbursement procedures are followed, travelers must obtain prior approval from their executive or designee before the event occurs.

Exceptions for uncommon career development events may be approved by the executive or designee, but must be requested and approved in writing. This documentation must be attached to the travel expense voucher.

Travel expenses may be reimbursed at rates not to exceed the established state rate. All travel expense rules and procedures apply (i.e., treatment for all standard per diem rules such as the 50-mile rule, three-hour rule, and prompt return rule). Travel expenses may include:

- Transportation expenses
- Per diem expenses
- Other miscellaneous travel costs

**Exhibit 6-4 Reimbursable Career Development Travel Expenses**

Reimbursable	Non-Reimbursable
<p>Interviews by WSDOT employees within WSDOT.</p> <ul style="list-style-type: none"> <li>• Costs are controlled by and charged to the potential gaining organization.</li> <li>• Copy of Travel Expense Voucher processed by home organization sent to interviewing organization.</li> </ul>	<p>Interviews by WSDOT employees outside of WSDOT.</p>
<p>Exams</p> <ul style="list-style-type: none"> <li>• Professional licenses and certificates used within WSDOT.</li> </ul> <p><i>Examples:</i> Transportation Engineers (who wish to take the EIT or PE exam), Bridge Engineers (who wish to take the Structural Engineering Exam) and Right of Way Agents (who wish to take the Appraiser Exam).</p> <p>Employees should verify eligibility with their supervisor.</p>	<p>Other licensing exams.</p> <ul style="list-style-type: none"> <li>• Preparatory courses for professional licenses and exams.</li> </ul>
<p>Employee who is an appellant in a position allocation appeal hearing involving consideration of a WSDOT initiated request.</p> <ul style="list-style-type: none"> <li>• Also covers involvement in an appeal from a WSDOT or Department of Personnel review of a classification or classification series.</li> </ul>	<p>Employee who is an appellant in a position allocation appeal hearing involving consideration of an employee initiated request that conflicts with WSDOT findings.</p> <ul style="list-style-type: none"> <li>• Travel expenses are reimbursable if the employee wins the appeal.</li> </ul>
<p>State Civil Service exams for WSDOT classifications.</p> <p><i>Examples:</i> Exams for Transportation Engineer 3 and Maintenance Supervisor, and other administrative classifications.</p> <p>Employees should verify eligibility with their supervisor.</p>	<p>All other examinations.</p>
<p>WSDOT-sponsored training.</p>	<p>Travel associated with:</p> <ul style="list-style-type: none"> <li>• Fellowship and advanced degree programs.</li> <li>• Tuition Reimbursement Program.</li> <li>• Tuition Waiver Program.</li> </ul>

## 6-4 Non-WSDOT Employee's Interviewing Expenses

WSDOT may reimburse prospective employees for the cost of travel expenses associated with job interviews for:

- Managerial exempt positions
- Washington Management Service positions
- Washington General Service engineering related positions

Before advising candidates who are interviewing for a position that they will be reimbursed for allowable travel expenses, hiring authorities must obtain written approval from:

- The organization's executive or designee
- The WSDOT Office of Human Resources (will obtain approval from Department of Personnel)
- The Chief of Staff

The written authorization must be attached to the travel voucher. Detailed procedures for prior authorization to pay interviewing expenses for a non-WSDOT employee are described in [Exhibit 6-5](#).

### Exhibit 6-5 Non-WSDOT Employee Interview Expense Authorization Procedures

<b>Interviewing Manager</b>	<ol style="list-style-type: none"> <li>1. Prepares a written request and a Travel Request (TR) Form 700-006 describing the purpose and benefit, and estimated costs to WSDOT for paying the prospective employees' travel expenses.</li> <li>2. Forwards written request and TR to organization executive for signature.</li> </ol>
<b>Approving Authority or Delegate</b>	<ol style="list-style-type: none"> <li>3. Reviews written request and TR. Decides risk/benefit for the organization and forwards request to WSDOT Office of Human Resources.</li> </ol>
<b>Office of Human Resources</b>	<ol style="list-style-type: none"> <li>4. Reviews request and forwards request to the Department of Personnel for approval.</li> <li>5. Reviews request and forwards approved request to the WSDOT Office of Human Resources.</li> </ol>
<b>Department of Personnel</b>	<ol style="list-style-type: none"> <li>6. Retains copy for files and forwards approved request to organization executive or designee.</li> <li>7. Reviews request and TR for complete cost information and forwards request to Deputy Secretary for Operations for approval.</li> </ol>
<b>Office of Human Resources</b>	<ol style="list-style-type: none"> <li>8. Reviews and approves request and returns to requesting organization.</li> <li>9. Forwards approved request and TR to interviewing manager.</li> </ol>
<b>Approving Authority or Delegate</b> <b>Deputy Secretary for Operations</b> <b>Approving Authority or Delegate</b> <b>Interviewing Manager</b>	<ol style="list-style-type: none"> <li>10. Schedules interviews and processing of travel arrangements and expenses.  <b>Note:</b> Approved request and TR must be attached to the Travel Expense Voucher of interviewee.</li> <li>11. When applicable, provide guidance regarding reimbursement process.</li> </ol>

## 6-5 State Use of Good to Go! Passes

Refer to [SAAM Section 10.60.50](#) for state use of *Good To Go!* passes.

## 7 Travel Expense Claims – Advances and Travel Expense Voucher

### 7-1 Travel Expense Advances

When it is necessary for an employee to be away from the official station and official residence and to incur reimbursable expenses, employees may request and WSDOT may make an advance to the employee. The following rules apply:

- A. The purpose of the advance is to defray the employee's allowable expenses other than personal automobile expenses while traveling on WSDOT business. The advance cannot be used for any other purpose. Items for consideration when issuing an advances are:
  - An advance is made for the employee to expend for state purposes only while performing official duties. No advance for any purpose will be considered as a loan to the employee and any unauthorized disbursement of the advance is considered a misappropriation of state funds by the employee concerned.
  - In accordance with [RCW 43.03.170](#), advances for the operation of privately owned vehicles are prohibited.
  - Extra caution should be taken when issuing travel advances to non-permanent employees (e.g., temporary employees).
  - Traveler is prohibited from using a state travel charge card to pay for travel expenses if a travel advance has been issued to cover those expenses.
  - Advances should be eliminated after three months of continuous operation when the employee has had an opportunity to prepare for carrying the financial burden on a regular basis.
- B. Subsequent advances will not be issued until prior advances have been cleared.
- C. Encourage travelers to apply for the state sponsored travel charge card. Details regarding the advantages of the state travel card system can be obtained from the region and division financial offices or the organization's travel coordinator. Temporary employees are excluded.
- D. Use Travel Expense Advance Form 133-102. Advances will not be granted for travel involving only one overnight stay. The travel administrator on a case-by case basis may grant exceptions
- E. The normal advance will be the total projected reimbursable subsistence and lodging expenses less \$40.00 for a period not to exceed 30 calendar days or \$2,400.00. If the net result is under \$40.00, no advance will be made.
- F. Accounting for Advances
  - Advances are to be issued only through the Accounting and Financial Services, Washington State Ferries, or the Regional Financial Services Office.
  - Employees requiring an advance should make a reasonable effort to make the request at the earliest possible time (two weeks prior to departure) so that the voucher/warrant process is used.
  - Travel advances will be accounted for by the 10th of the month following the month the advance was issued or the month containing the travel period. The employee is responsible for returning to the department any unexpended portion of the advance promptly after completion of the travel period for which the advance was made.

G. Repayment of the Advance by the Traveler

- When a traveler fails repay an advance, the full-unpaid amount shall become immediately due and payable with interest of 10 percent per annum from date of default until paid.
- To protect the state from any losses on account of travel advances made, the state has a prior lien against and shall withhold any and all amounts payable or to become payable by the state to such officer or employee up to the amount of such travel advance and interest at a rate of ten percent per annum, until such time as repayment or justification has been made

## 7-2 Reimbursement Process – Travel Expense Voucher

Controls must include the following:

- A. Travelers must submit a fully itemized Travel Expense Voucher on one of the following schedules:
- Weekly
  - Semi-Monthly
  - By the 10th of the following month
  - At the end of a planned trip or travel period
  - Within three calendar months from the last day of the month the first travel expense is incurred with the exception of travel expenses incurred in the months of May and June. Travel expenses in the months of May and June must be submitted per phase 2 of WSDOTs fiscal year close schedule.

[Exhibit 7-6](#) lists the month of travel, along with the last day reimbursement requests must be submitted to the traveler’s approving manager. When the last day for submission falls on a holiday or weekend, the reimbursement request must be submitted by the last business day prior to the holiday or weekend. Requests submitted after these dates are not eligible for reimbursement.

**Exhibit 7-6** Last Day for Travel Reimbursement Submission

Travel Month	Last Day for Submission
January	April 30 <sup>th</sup>
February	May 31 <sup>st</sup>
March	June 30 <sup>th</sup>
April	July 31 <sup>st</sup>
May	August 14 <sup>th</sup> (to accommodate fiscal year close)
June	August 14 <sup>th</sup> (to accommodate fiscal year close)
July	October 31 <sup>st</sup>
August	November 30 <sup>th</sup>
September	December 31 <sup>st</sup>
October	January 31 <sup>st</sup>
November	February 28 <sup>th</sup>
December	March 31 <sup>st</sup>

- B. Exceptions to the submission deadline is limited to major or catastrophic personal or family illness, tragedy, or death resulting in the traveler being absent from work for an extended period.

- C. Requests for exceptions to the submission deadline must be submitted to the Director of Accounting and Financial Services within 10 business days of the date that the
1. Reimbursement request was denied; or
  2. The traveler returned to work following the circumstance that caused the delay in submitting the reimbursement request.
- D. Detail procedures for completing the Travel Expense Voucher are described in [Exhibit 7-7](#).

**Exhibit 7-7** Travel Expense Voucher Procedures

<b>Traveler</b>	<ol style="list-style-type: none"> <li>1. Vouchers must be completed in black or blue ink or by using the electronic version Form 133-103.</li> <li>2. Provide traveler information at the level of detail requested on the form. <ul style="list-style-type: none"> <li>• Complete name, regular scheduled work hours/days (i.e., (31) 0730-1730 M-Th, 0730-1630 EOF), official station, official residence, address, city, state, zip code, work plan/trip # when required, last date of travel, and primary mode of travel fields.</li> <li>• Fill in the space “Month/Day” the date of travel (i.e., 07/04).</li> <li>• Fill in the “Trip” column the location the traveler is going from and to.</li> <li>• Fill in time of departure and return, including a.m or p.m.</li> <li>• Calculate Meals – Fill in the meal allowance amount that you are entitled to claim. Always be sure to mark the meals, which were furnished, and note under the remarks section.</li> <li>• Calculate Lodging – Fill in amount traveler paid including tax or mark and note in remarks section below where lodging was direct billed or not incurred.</li> <li>• Calculate Odometer – Calculate mileage reimbursement in accordance with the rate specified in Schedule A. Traveler may use point-to-point map miles based on the department’s official Highway Map or actual odometer readings. <ul style="list-style-type: none"> <li>– If point-to-point map miles are used, this is to be noted on in the “Remarks Section” of the Travel Expense Voucher.</li> <li>– Vicinity miles must be substantiated using odometer readings, and the specifics about where the traveler is going and for what purpose must be noted in the “Purpose of Trip” column.</li> <li>– Attach Internet mileage guide (such as Map Quest, if one was used)</li> </ul> </li> <li>• Describe in the “PURPOSE OF TRIP” column, the purpose of the trip. There should be enough detail to document that the travel was essential to carry out the necessary work for the department.</li> <li>• Complete “Remarks Section” if additional explanation is needed to calculate travel reimbursement.</li> </ul> <p>Examples of travel activities requiring additional explanation (but not limited to):</p> <ol style="list-style-type: none"> <li>a. Two or more employees travel together in the same car (naming the employee(s), date of travel and the travel destination).</li> <li>b. Authorization to travel was granted by an organization work plan (requires work plan reference number).</li> <li>c. Reimbursement is for out-of-state or out-of-country travel (requires work plan or trip number).</li> <li>d. Vicinity miles.</li> <li>e. Lodging was paid by direct bill.</li> <li>f. Other explanation for substantiation of reimbursement.</li> </ol> <ul style="list-style-type: none"> <li>• Attach any commercial lodging receipts when required. Except for daily per diem payments made to members of Boards, Councils, Commissions, or Committees refer to <a href="#">Section 8</a>.</li> </ul> </li> </ol>
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**Exhibit 7-7 Travel Expense Voucher Procedures**

<p><b>Traveler (continued)</b></p>	<ul style="list-style-type: none"> <li>• Claim reimbursement for Registration Fees by recording the amount on Travel Expense Voucher under block captioned “Detail of Other Expenses” and on the appropriate date line under column captions “Other per Detail.” Attach supporting documentation to the Travel Expense Voucher.</li> <li>• Attach receipts for allowable miscellaneous expenses (official state business) for amounts in excess of \$50 (per event or total number of days ex: three days in travel status), plus any applicable tax.</li> <li>• Receipts are not required for the following items, but should be provided when available:             <ul style="list-style-type: none"> <li>– Transit fares, ferry fares, bridge and road tolls.</li> <li>– Taxi and limousine fares when necessary and on official state business.</li> <li>– Telephone calls where it is necessary to use a coin box or where telephone calls cannot be charged.</li> <li>– Laundry coin box when services are performed by the employee and receipts are not provided.</li> <li>– Day parking fees (per event or total number of days expense are incurred) under \$50 of travel when receipts are not provided.</li> </ul> </li> <li>• Record these expenses under block captioned “Detail of Other Expenses” and on the appropriate date line under the column caption “Other per Detail.”</li> <li>• Claim for actual cost of laundry and/or dry cleaning expenses may be reimbursed for travelers in continuous travel status for five (5) or more days. Use of a coin-operated laundromat is allowable. If a receipt for a coin-operated laundromat is not available, the traveler may claim actual expenses up to \$50 on the “Detail of Other Expenses” portion of the Travel Expense Voucher.</li> <li>• Complete the “Account Code” section.</li> <li>• Sign the Travel Expense Voucher in black or blue ink.</li> </ul> <p>3. When receipts are lost or not available, provide a statement of explanation and note in the “Remarks” section on the Travel Expense Voucher. For example:</p> <ul style="list-style-type: none"> <li>• Transit fares, bridge and road tolls, taxi and limousine fares when a receipt cannot be obtained.</li> <li>• Telephone calls when it is necessary to use a coin box telephone or where the telephone call cannot be charged to the traveler’s office telephone extension.</li> </ul> <p>4. Submit the Travel Expense Voucher to the appropriate approving authority for review and signature.</p>
<p><b>Approving Authority</b></p>	<ol style="list-style-type: none"> <li>1. Review expenses claimed by employee on Travel Expense Voucher for compliance with travel rules.</li> <li>2. Signify approval of expenses claimed by signing in block captioned “Approving Authority”.</li> <li>3. Forward Travel Expense Voucher and all supporting documentation to the appropriate financial office.</li> </ol>
<p><b>Financial Office</b></p>	<ol style="list-style-type: none"> <li>1. Audit Travel Expense Voucher for accuracy. (If need be, return Travel Expense Voucher to traveler for clarification or correction).</li> <li>2. Process payment voucher for traveler. (Payment Vouchers are to be processed for payment no later than 10 working days after the receipt of a properly completed, signed and approved Travel Expense Voucher).</li> </ol>
<p><b>Department’s Chief Financial Officer</b></p>	<ol style="list-style-type: none"> <li>1. Signs Travel Voucher of Secretary of Transportation. The Secretary of Transportation is to be reimbursed for travel expenditures only after both he/she and the department’s chief financial officer (Assistant Secretary Financial Administration) have signed the Secretary of Transportation’s Travel Expense Voucher certifying travel expense voucher is in compliance with state travel policy. When the chief financial officer is not available, the Director of Accounting and Financial Services may sign the voucher. The chief financial officer’s signature does not relieve any responsibility from the Secretary of Transportation for any fraudulent action related to travel reimbursement.</li> </ol>

### **7-3 Miscellaneous Expenses Exceeding \$50**

The travel expense voucher is **NOT** to include expenses for miscellaneous materials and supplies exceeding \$50, plus applicable tax. Such items are to be purchased in accordance with [Purchasing Manual M 72-80](#) requirements and taken along on the trip.

If it is necessary to purchase unanticipated materials and supplies while traveling, reimbursement should be requested on an invoice voucher Form 134-139).

### **7-4 Internal Revenue Service Regulations Affecting Travel Advances and Related Travel Expenses**

The IRS has implemented tax rules affecting travel advances. The IRS requires travelers receiving travel advances to substantiate their travel expenses by submitting a travel expense voucher and to return to their employer any unspent portions of the travel advance within a reasonable time period (60 days from the end of the travel for which the advance was issued). If the traveler does not substantiate the travel expenses, the traveler's employer is required to report the amount of the travel advance as income in Box 1 of Form W-2. This payment is subject to applicable payroll withholding taxes.

For purposes of state travel regulations the traveler must meet the following timeliness criteria:

- If a traveler substantiates a travel expense in accordance with state travel regulations on a state Travel Expense Voucher within sixty (60) days following receipt of the advance, the traveler will have met the reasonable time period requirement. The travel expenses the traveler incurred will not be considered income.
- If a traveler returns to the employer any unspent portion of a travel advance within 120 days after incurring a travel expense related to the travel advance, the traveler will have met the reasonable time period requirement. When this occurs, the unspent portion of the travel advance will not be considered income.

When a traveler fails to meet either of the timeliness criteria stated in the paragraph above, the department is required to consider the unsubstantiated travel expense and the unspent portion of the travel advance as income and must deduct the applicable payroll withholding taxes from the travelers next semi-monthly earnings.

WSDOT's TRAINS Accounting System provides reporting to the Financial Offices for tracking the timeliness criteria in order to comply with this IRS regulation. Refer to IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses for additional information.

## **8 Boards, Commissions, or Committees**

### **8-1 Types of Boards, Commissions, or Committees**

There are two general categories of boards, commissions, or committees:

- Advisory, coordinating, or planning capacity.
- Rule making capacity.
  - For example, the Transportation Commission is established as a Class Four Board per [RCW 43.03.250](#).
  - Freight Mobility Strategic Investment Board is established as a rule making board per [RCW 47.06A.030](#).

Reimbursement for travel expenses is dependent upon the type of board, commission, or committee that members are assigned to and the payment option selected.



## **8-2 Meal and Lodging Reimbursement for Members Serving in an Advisory, Coordinating, Planning, or Rule-Making Capacity**

This subsection addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in an advisory, coordinating, or planning capacity. This encompasses individuals serving on:

- A Class One board, commission, or committee as established in [RCW 43.03.220](#).
- **Others** – Any part-time board, commission, council, committee, or other group of similar nature not covered by [RCW 43.03.220](#) but established by the executive, legislative, or judicial branch to participate in department business in primarily an advisory, coordinating, or planning capacity.

Except as otherwise provided by law, all members serving in an advisory, coordinating, or planning capacity (class one or others), if entitled to reimbursement of travel expenses, are to be reimbursed for meals and lodging at the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three-hour rule and official station rule does not apply. Exception to the Maximum Allowable Lodging Amounts may not be used in cases where individuals paid under this option are attending board meetings.

Appointment and/or agreement letters should be on file with the participating organization.

## **8-3 Meal and Lodging Reimbursement for Members Serving in a Rule-Making Capacity**

This section addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in a rule making capacity.

**Example:** The Transportation Commission is reimbursed as a rule-making member.

Except as noted in [SAAM Section 10.70](#), Transportation Commission members will follow the rules detailed in [Appendix D](#).

Individuals serving on either a Class Two, Three, Four, or Five board, commission, council, or committee are to be reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees, unless specifically provided otherwise in statute.

All members, if entitled to reimbursement of travel expenses, are to be reimbursed using the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three-hour rule and official station rule does not apply. Reimbursement is to be claimed on a Travel Expense Voucher Form 133-103. Exception to the Maximum Allowable Lodging Amounts may not be used in cases where individuals paid under this option are attending board meetings.

Appointment and/or agreement letters should be on file with participating organization.

## **8-4 Coffee and Light Refreshments**

All legally authorized boards, commissions, or committees may provide coffee and/or light refreshments at their official public meetings (including executive sessions).

## 9 Relocation Assistance

### 9-1 Introduction

There are three pieces to the relocation assistance offer. They are:

1. The actual household move, governed by the *Purchasing Manual* M 72-80 Chapter 11.
2. The lump sum offer, governed by the *Human Resource Desk Manual* M 3009.
3. The per diem assistance for up to 120 days with all the proper approvals governed by this chapter.

All parts of the relocation assistance are negotiable, but must be agreed to in advance. Written signed documentation is required. Relocation assistance involves a tax liability to the employee being moved. The employee is strongly encouraged to consult a qualified tax advisor.

### 9-2 Reimbursable Relocation Assistance

The WSDOT Moving Guide (*Purchasing Manual* Chapter 11) focuses on rules and procedures that govern the physical move of the new employee. Newly hired employees qualifying for this relocation assistance should work through the WSDOT OSC Purchasing Office to ensure that the move is accomplished with a minimum of personal and financial inconvenience. Approving authorities are responsible for establishing effective organization controls.

Controls must include the following:

- A. The decision to offer relocation compensation to a candidate, and the specific entitlements, must be approved in advance.
  - WSDOT employees who have accepted a position in another geographic area – approved by the executive in the receiving organization.
  - Open Competitive and Out-of-State Candidates – The executive must seek approval from DOP before offering to pay for relocation expenses. Such requests should be routed through WSDOT's Human Resource Director.
- B. For per diem allowances, the employee should work through the organization Travel Coordinator and Financial Services office to assure adherence to the rules governing per diem entitlements.
- C. WSDOT may pay the moving costs of transferred or qualified new employees in the following situations:
  - Departmental (transferred) employees moving expenses may be paid when:
    - A department employee (excluding new hires) is to be relocated to a new permanent duty station at the request of the department.
    - Transferred employees may be paid a per diem allowance, in accordance with current travel procedures, during the relocation period. Per Diem expenses are not authorized for the employee's family.

The department may pay:

1. A mileage allowance, at the current rate to drive or transport up to two personal motor vehicles from one official residence to another, for a one time, one way trip.

2. Purchase common carrier transportation for a new or transferred employee, his/her spouse, and their dependents from the employee's former residence to their new official station/residence.
3. Authorized household moving expenses (Refer to [Purchasing Manual M 72-80 Chapter 11](#))

**Note:** All costs for relocation expenses are charged to the Relocation Object Account GD 02 including amounts for meals and lodging.

- **New Hires** – The department may pay the moving expenses for qualified new permanent employees who must move to accept state employment, pursuant to mutual agreement with the employee in advance of such employment. No offer or agreement for payment of moving expenses is to be made for a new employee in classified service per [RCW 41.06](#) prior to certification from an eligible register.

Qualified new employees may be paid a per diem allowance, in accordance with current travel procedures, during the relocation period. In addition, the new employee may be paid a mileage allowance, at the current rate, to drive or transport up to two personal motor vehicles from the employees old residence to the new residence, for a one time, one-way trip. Per diem expenses are not authorized for the new employee's family.

If a new employee terminates or causes termination of his/her employment with the state within one year of the date of employment, the state shall be entitled to reimbursement for the moving costs which have been paid and may withhold such a sum as necessary from any amounts due the employee.

- D. **Official Residence and Duty Station** – The employee's new duty station is considered to be a temporary duty station during their relocation period. This must be stated as such in the appointment letter, reimbursement voucher, and any other documents.

E. **Relocation Time Limits**

- The relocation period is normally a maximum of 90 calendar days.
- It is expected:
  - That most employees will find permanent housing much sooner than 90 days.
  - That employees are actively seeking housing during this period.
  - That all personal costs will be borne by the employee.

Under very unusual circumstances, the Chief of Staff may authorize payment beyond 90 calendar days. Normally up to a total of 120 days. This authority may not be delegated.

In all cases, reimbursement ends no later than the day following arrival of the major portion of household goods. **Example:** Most of the household goods arrive on May 10. Reimbursement for lodging covers the night of May 10. Meal reimbursement will be covered through May 11.

### 9-3 **Reimbursable Benefits**

Reimbursement benefits may include: Reference(s)

- A. The cost of moving a single shipment of household goods not exceeding 16,000 pounds. Refer to [Purchasing Manual M 72-80 Chapter 11](#) for details on reimbursement for household goods moving expenses.
- B. A lump sum relocation compensation payment (Refer to [M 3009](#) for detailed instructions)
- C. Per Diem allowance at the new location for up to 120 days. First 90 days is under the control of the appointing authority. Any time beyond that is under the control of the Chief of Staff.
- D. The following benefits may be authorized while seeking a new residence:
  - Mileage (for moving up to two vehicles from the old location to the new location and reasonable mileage while looking for a residence in lieu of lodging).
  - Subsistence.
  - Lodging – If the new duty station is 50 or more miles from the previous official duty station or official residence, whichever is closer.
  - Basic add-on expenses such as utilities and water will be reimbursed. Other discretionary luxuries such as (but not limited to) telephones, cable TV, DVRs will **NOT** be reimbursed.
- E. **Commute Mileage** – Employees may elect to commute from the previous official residence rather than stay in a motel at the new location. A cost benefit analysis (Worksheet - Least Cost Benefit Analysis or a Department Memorandum) must be approved in writing by the hiring organization and attached to the travel expense voucher.

The maximum reimbursement in this situation is the lesser of either:

- The travel expense incurred by returning to the former official residence.
- The amount, which would have been allowed, had the employee purchased meals and lodging near the new work location.

An employee may be reimbursed for lodging on a weekly or monthly basis subject to the limitations stated in [Section 4](#). The maximum reimbursement is limited by the daily rate times the number of days being claimed.

### 9-4 **Federal Tax Liabilities**

Relocation reimbursement is considered taxable income in most federal income tax and social security situations. All relocating employees are to be advised that it is their responsibility to determine the impact of relocation reimbursement upon their tax liability.

The receiving Approving Authority (or delegate) is responsible for advising the relocating employee in writing of these provisions.

### 9-5 **Process for Submitting Relocation Expense Reimbursement**

When requesting reimbursement use a Travel Voucher Form 133-103) to claim relocation expenses:

- Identify the relocation claim by completing “Relocation from \_\_\_ to \_\_\_” in the upper right hand corner of the voucher;
- Charge **all** relocation expenses to the Relocation Object Account GD02; and
- **DO NOT** mix relocation expenses with daily business travel. A separate Travel Voucher form must be used to claim job related travel expenses, as they occur.

**150% Rule** – Procedure for reimbursing the traveler for more than the standard maximum lodging amount under certain circumstances. The amount shall not exceed 150% of the applicable maximum per diem rates set by OFM (Schedules A, B, and C).

**ADA** – An acronym for the Americans with Disabilities Act of 1990. ADA was enacted in 1990 to ensure persons with vision or hearing impairments are provided an effective alternative means of communication concerning department activities and programs. As well as, ensure persons with disabilities are being provided reasonable accommodations and/or are not being subjected to discrimination under any of its programs, services, or activities.

**Advantageous To State** – Direct non-financial, work related benefits accruing to the state (department), including such issues as safety considerations, employee health concerns, and efficient and effective program accomplishments.

**Agreement (Letter/Formal)** – a legal and binding contract between WSDOT and another party that includes an offer and an acceptance and/or represents an amount of money. The details of an agreement are included in the document and must comply with applicable local ordinances, state law, federal regulations, and department policy.

**Approve** – To confirm or reconfirm an action, normally in writing.

**Approving Authority** – The Secretary of Transportation, and/or authorized designees (Deputy Secretary for Operations, Deputy Secretary for Policy, Department Chief Counsel, Assistant Secretaries, Regional Administrators, Modal Directors and/or their designees). The Approving Authorities control and administer the official travel of department employees under their jurisdiction. Written information on delegations must be on file with OSC, Accounting Services and updated as necessary.

**Authorize** – To give official approval or permission for travel plans, normally prior to travel.

**Authorized Passenger** – those passengers specifically approved by the department head or designee in the performance of official state business, and include, but is not limited to, the transport of others who are not WSDOT employees but who, in the course of providing services to the department, are authorized to travel as part of department business.

**Brief Phone Call** – A brief telephone call home to inform of changes in travel plans only. Call should last no more than 2 - 3 minutes, covering the notification of changes in return time, day, method of transport or hotel accommodations, etc. and a phone number where the traveler can be reached. Exceptions may be approved on a case by case basis with proper supporting documentation.

**British Columbia (Canada)** – A province of southwestern Canada. However, with respect to the requirement for prior authorization of out-of-country travel, this province will be recognized as out-of-state travel and will not require the Office of the Governor's approval.

**Classes of Boards** – Those individuals who have been appointed to serve on a department board, commission, or committee (advisory or rule making). As provided in law the Revised Code of Washington (RCWs), each board, commission, or committee has been classified into five general categories. Transportation and other travel expenses should be paid as established in the RCWs and in the same manner as state officials and state employees.

**Coffee** – For rule and regulation purposes: Any nonalcoholic beverage, such as coffee, tea, soft drinks, juice, or milk. Costs for coffee must be reasonable and prudent.

**Commercial Facility** – A business, non-profit, or governmental entity selling lodging accommodations for a fee to travelers, may include a motel, hotel, bed and breakfast, rented furnished house or rented furnished apartment with rent paid on a daily basis or prorated on a weekly or monthly basis.

**Commuting** – Travel by an employee between his or her official residence or other domicile and the employee's official duty station or other place of work (includes telework site).

**Contiguous Cities** – A city in a contiguous county whose city limits cross over into a non contiguous county (Example: Portland, Oregon)

**Contiguous County** – A county that shares a border line with Washington State. Contiguous Counties are designated on the Washington State Per Diem Map. Exceptions for other nearby counties have been requested and approved by the Office of Financial Management. These exceptions are also found on the Washington State Per Diem Map. New nearby exceptions must be requested and approved in writing through the Deputy Secretary for Operations Office.

**Cost Benefit Analysis** – A decision-making approach for evaluating the benefits of travel for the department. Cost benefit analysis attempts to include in the calculations estimates of both primary and secondary costs and information concerning the business benefits to the department (refer to Cost Benefit Analysis Worksheet Form 06-00).

**CTA** – The Department of General Administration administers contract awards for airline and car rental purchases (the state's Travel Charge Card Program). For the airline contract, the vendor receiving the award has assigned each agency a Central Travel Account (CTA) number. This number is used in controlling purchases and payment of airline travel.

**Designees** – A person(s) designated by an Executive and/or their designee to administer official travel for the department to an employee under their jurisdiction. Written information on delegations must be on file with OSC, Accounting Services and updated as necessary.

**Direct Reports** – The position, which is identified by an Executive and/or their designee to take authoritative charge of administering the official travel of department employees under their jurisdiction. Positions usually report directly to an Assistant Secretary, Regional Administrator, Modal Director, or others who report directly to the Office of the Secretary. This person has the responsibility of managing a major organizational unit, usually at the four (4)-digit organization code level.

**Economical to State** – Direct financial, work related costs that occur at the least cost to the department, and which the department is responsible to pay.

**Employee Regular Work Station** – the building where the employee is located or the location where the employee reports to pick up their assignments on a permanent basis.

**Entitlement** – A cost or indirect benefit, which, under state law, must be provided to all eligible employees, contractors, or non-state employees (those who in the course of providing services to the department are authorized to travel).

**Exception to The 150% Rule** – Procedure for reimbursing the traveler for actual costs when actual costs exceed 150% of the applicable maximum per diem rates set by the OFM (Schedules A, B, and C).

**Exceptional Conditions** – Exists when the applicable maximum per diem rate is inadequate. The department decides what may be approved as reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved (also refer to Exception To The 150% Rule).

**Frequent Travel** – Travel occurring often or at close intervals.

**Incidental Expenses** – An allowance for incidental expenses is included within the daily subsistence rates for the area of travel. Examples are: fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and other personal services performed. This is not considered a miscellaneous expense.

**In-State Travel** – Travel within the state of Washington. (Some out-of-state locations are considered in-state for approval purposes. For payment purposes these locations must be coded as out-of-state travel).

**Integral Part of The Meeting** – An activity or time allocation within a meeting that is essential to the completeness/performance of official state business at the meeting.

**Late Night/Early Morning Business** – Refers to the time window between the close of official business on one day and the start of official business on the next day and includes any type of official business for the department, including work being done by traveling crews. For purposes of health, safety, and welfare of department employees, the department has determined that an 11-hour window is necessary between the close of work on one day and the start of work on the next.

**Light Refreshment** – For rule and regulation purposes: An edible item that may be served between meals but does not replace a meal (i.e.: doughnuts, sweet rolls, fruit, cheese, etc.). Costs for light refreshments must be reasonable and prudent.

**Maximum Lodging Amount** – Based on Federal lodging allowances (excludes room tax), which historically have been adopted by OFM on a delayed basis. The lodging industry generally revises its governmental lodging rates to reflect the timing of the federal allowances. If travelers are having difficulty obtaining lodging at the rates established, then they should work through their organization's Travel Coordinator to obtain an exception (e.g. 150% rule or actual cost).

**Meal Period** – The state requires each department to determine meal periods for travel. The department has determined that breakfast period is the hour beginning an hour and half (1½) before the traveler's shift starts. The lunch period is at the midpoint of the travelers shift and lasts for either one half hour or hour depending on the daily scheduled work hour. Dinner is the hour beginning a half hour after a regular shift ends.

#### **Meeting vs. Conference/Seminar vs. Workshop**

**Meeting** – A group of employees who come together to discuss selected department and/or organization issues.

**Conference/Seminar** – A group who meet on a non-routine basis for training or an exchange of ideas in a specialized field or area.

**Workshop** – A group who meet routinely for training in a specialized field or area.

**Normal Return Night** – The anticipated day/night a trip is expected to end, and the traveler returns to the official station or residence.

**Official Residence** – The city, town, or other location where a state official or employee maintains a residence, which is used as their primary domicile. Determinations by the department head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of personal residence, and the permanent address carried in the department official or employee's personnel or other file.

**Official State Business** – Business performed by a traveler which is necessary and beneficial to the department

**Official Station** – The city, town, or other location where the employee's office is located or location where the employee's work is performed on a permanent basis and is designated as such by the approving authority. For purpose of this chapter - Olympia, Tumwater, and Lacey are considered to be the same official station.

**Original Receipt** – The document provided by the vendor to the traveler which lists the item(s) purchased, the amount(s) paid, and other relevant data such as vendor name, transaction date, method of payment, etc.

**Out-of-Country** – Travel anywhere outside the borders of the Continental USA., Alaska, and British Columbia, Canada are considered out-of-country travel and requires approval of the Office of the Governor..

**Out-of-State Travel** – Travel anywhere outside the borders of the state of Washington. Some out-of-state locations are considered in-state for approval purposes. (For payment purposes, any travel outside of Washington is coded as out-of-state travel).

**Per Diem Expenses** – Daily costs that include payments for lodging and meal expenses while in travel status. Rates follow OFM Schedules A, B, and C.

**Permanent Duty Station** – The location or building where an employee regularly reports to receive work assignments.

**Personal Travel Plans** – Travel plans made in conjunction with official department travel.

**Personal Preference** – Travel plans that meet the preference of the employee for the mode of travel, subsistence, lodging, and other travel related costs. Indirect routes, delays, or excessive costs for luxury accommodations unnecessary or unjustified to perform official department business travel are the responsibility of the traveler.

**Portland** – For purpose of this chapter, Portland, Oregon, is considered to be the greater metropolitan area. For payment purposes travel to Portland is coded as out-of-state travel.

**POV** – Privately owned vehicle.

**Reasonable Accommodations** – An arrangement or modification that allows a person with disabilities to perform the essential job tasks for which they are otherwise qualified.

**Reasonable And Prudent** –

**Reasonable:** 1) Sensible; 2) Rational; 3) Judicious

**Prudent:** 1) Careful; 2) Cautious; 3) Discreet

**Regularly Scheduled Working Hours** – On a daily basis the time an employee normally starts and ends their workday. The specific hours of an employee's workweek that an employee is scheduled to work. (Examples: 40-hour, 4-10 hours, etc.)



**Regular Place of Work** – The building where and employee normally performs his/her assigned tasks.

**Regular Work Site** – The specific location within the building (desk, office, work area) where a state employee or official normally performs his or her department business or where the employee reports to pick up their assignments. This excludes meeting and conference rooms.

**SAAM** – State Administrative and Accounting Manual

**Special Events** –

**Light Refreshments** – Special situations or occasions, as determined by the Secretary's Office, or the Executive designee. This authority is NOT intended for use with the normal daily business of employees or officials.

**150% Rule** – Under certain conditions when department employees attend an event hosted by a non-state sponsor the maximum allowable lodging amounts may not be adequate and the department head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amounts.

**State Sponsored Events** – When sponsoring a meeting, conference, convention, or training session for state employees, the department may increase the lodging reimbursements up to 125% of the maximum allowable lodging rates.

**Subsistence** – Meal allowance rate, which includes meals, tips, and any applicable taxes.

**Telework Site** – A location where an employee performs their official functions. (Telework site is different than the regular place of work site.)

**Temporary Duty Assignment** – A change of employees' duties for a specific period of time.

**Temporary Duty Station** – A fixed location where an employee has been temporarily assigned to work for a specific period of time, which corresponds, to official station. Assignment is normally less than one year. (Does not include telework site.)

**Temporary Medical Condition** – A health condition, which is brief in nature.

**Temporary Work Location** – A location where an employee's work is performed on a temporary basis, which corresponds to employee's regular workstation. The employee's day-to-day supervision is still received from employee's regular place of work (home office).

**Temporary Work Site** – The physical location where an employee's work is performed. For example, a control station or milepost number, which corresponds to regular work site.

**Transportation Expenses** – Costs covering: a) Travel by commercial carriers such as bus, train, ship and airplane; b) Travel by privately owned (or supplied) motor vehicles such as cars, motorcycles, vans, or trucks; c) Travel by department-rented motor vehicles, e.g., Budget Rent-a-Car; or d) A combination of a, b, and/or c.

**Travel** – Performance of authorized state business in a location away from the official duty station and residence.

**Travel Expense Voucher** – The form which is used to substantiate and/or authorize payment of travel costs for state employees. This form may also be used to substantiate and/or authorize payment of travel costs for non-state employees such as: Prospective employees: individuals who serve on boards, commissions, councils, committees, and task forces; volunteers; and other individuals who are authorized to receive travel expense reimbursement. When a vendor relationship exists, this form is used by the traveler to substantiate travel costs and all vendor receipts must be attached to an invoice voucher to authorize payment.

**Travel Status** – Term used when referring to an individual when away from both their official residence and the official station while on approved departmental business. This does not include commuting between the individual's official station or telework site and official residence. Some collective bargaining agreements may have additional requirements.

**Traveler** – Any person in travel status while on official state business.

**Un-Authorized Passenger** – those passengers not specifically approved by an agency head or designee in the performance of official state business, and include, but are not limited to, the transport of family members, relatives, friends, or pets for any personal activities.

**Work Shift** – The period of daily scheduled hour that normally comprise a 40-hour workweek. For example 8 AM to 5 PM five days a week or four ten hour days 7 AM to 4 PM four days a week or some other schedule which may comprise of an alternating daily schedule over and 80 to 88 hours in a period of two weeks.

**Emergency Lodging and Meal Reimbursement  
Table 10-2.7  
Procedures**

**When incidents are judged to be an emergency, Regional Administrators, the Directors of Aviation and Ferries may authorize the housing of employees at their official stations for the duration of the emergency.**

<u>Action By</u>	<u>Action</u>
<b>Operational Management</b>	<ol style="list-style-type: none"> <li>1. Requests Declaration of Emergency and obtains oral approval for payment of subsistence and lodging within 50 miles of the official workstation from executive management.</li> <li>2. Prepares and submits Declaration of Emergency using <a href="#">DOT Form 540-021X</a> and a request for housing employees) for approval to the Regional Administrator, Director for Aviation and/or Ferries or designee. (Refer to the following illustrative example)</li> </ol>
<b>Regional Administrator and Directors for Aviation and Ferries, or designee</b>	<ol style="list-style-type: none"> <li>3. Approves Declaration of Emergency using <a href="#">DOT Form 540-021X</a>, and distribute form per Emergency Response Guide Instructions; and</li> <li>4. Approves the request to house employees and returns signed copy to Operational Management</li> </ol>
<b>Operational Management</b>	<ol style="list-style-type: none"> <li>5. Provides staff incurring lodging and meal costs a copy of the approved housing request, and forwards a copy to their Regional Financial Services office and HQ, Accounting Services.</li> </ol>
<b>Employee</b>	<ol style="list-style-type: none"> <li>6. Request reimbursement for lodging and/or meal costs incurred. Indicates on the travel expense voucher that costs are required to comply with an emergency situation. If the 150% rule is used, condition "2" should be cited on the payment voucher. A copy of the housing request and Declaration of Emergency approving the emergency are to be attached to the travel expense voucher. <b><u>All costs are charged to Object ER 98.</u></b></li> </ol>

**Note:** The Internal Revenue Services (IRS) has determined that under non re-occurring, emergency circumstances, when the employer requires the employee to remain at or near the place of employment and they are unable to return home, the cost of meals and lodging will be without any tax effect on the employee.

### Request for Housing Employee(s) during an Emergency

(The following information is obtained from the Declaration of Emergency [Form 540-021 EF](#))

**Date of Emergency:**

**SR:**

**MP Location/Limited:**

**County:**

(The following information is provided by the position declaring the emergency)

**The following employees must be housed in order to provide the necessary response to the above stated emergency. Authorization to house these employees is requested.**

**Position (s) Names/Numbers: [To Be Determined and Attached To Form]**

**Prepared By:** \_\_\_\_\_ [requesting individual]

**Statement of Work or Tasks covered by Request:**

[Briefly describe the type of work involved in responding to the emergency in the space provided below]

**Accommodations/Restrictions:**

The person in charge is expected to use good judgment when making decisions regarding the application of this work plan. When possible, all lodging will be direct billed, and any meals provided by the Department on site will be documented. Otherwise, per diem reimbursement will follow WSDOT's Travel Rules and Procedures. Per Diem payments may also be subject to IRS laws and rules.

**Note:** The participants are authorized to exercise the use of the 150% rule (up to a maximum of \$25.00 per day over the normal lodging rates, citing condition "B" on their Travel Expense Voucher) in the event that the normal maximum lodging amount will not cover the lodging costs.

Request Denied:

Request Approved:

Signature \_\_\_\_\_  
(Operational Manager)  
Requestors Signature

\_\_\_\_\_ Date

Signature \_\_\_\_\_  
(Director, Regional Administrator or Designee)  
Authorizing Signature

\_\_\_\_\_ Date

# Appendix C

# Washington State Ferries Point-to-Point Terminal Mileage Schedule A

		SCHEDULE A - WSF TERMINAL TO TERMINAL																	
		ANACORTES	BREMERTON	MUKILTEO	CLINTON	EDMONDS	KINGSTON	FAUNTLEROY	VASHON	SOUTHWORTH	PT. DEFIANCE	TAHLEQUAH	PIER 52	WINSLOW	PT. TOWNSEND	KEYSTONE	LOFALL	SOUTHPOINT	TACOMA BOAT
ANACORTES	TIME		2:45	1:30	1:30	2:15	2:30	2:15	2:30	2:45	3:15	3:00	1:45	2:15	1:30	1:00	2:30	2:15	2:45
	MILES		87	63	63	70	70	95	95	95	110	110	87	87	39	39	64	64	120
BREMERTON	TIME	2:45		1:45	2:00	1:15	:45	1:00	:45	:30	1:30	1:15	1:00	:45	1:30	2:00	:30	:45	2:00
	MILES	87		32	32	28	28	18	18	18	33	33	0	32	48	48	23	23	23
MUKILTEO	TIME	1:30	1:45		:15	:30	1:00	1:15	1:30	1:45	2:15	2:00	:45	1:15	1:15	:45	1:15	1:30	1:45
	MILES	69	32		0	14	14	40	40	40	55	55	32	32	26	26	26	26	65
CLINTON	TIME	1:30	2:00	:15		:45	1:15	1:30	1:45	2:00	2:30	2:15	1:00	1:30	1:00	:30	1:30	1:45	2:00
	MILES	63	32	0		14	14	40	40	40	55	55	32	32	26	26	26	26	65
EDMONDS	TIME	1:45	1:15	:30	:45		:30	1:00	1:15	1:30	2:00	1:45	:30	1:00	1:45	1:15	:45	1:00	1:30
	MILES	70	28	14	14		0	26	26	26	41	41	18	18	37	40	12	12	51
KINGSTON	TIME	2:15	:45	1:00	1:15	:30		1:30	1:15	1:00	2:00	1:45	1:00	:30	1:15	1:45	:15	:30	2:00
	MILES	70	28	14	14	0		26	41	41	56	56	18	18	37	37	12	12	51
FAUNTLEROY	TIME	2:15	1:00	1:15	1:30	1:00	1:30		:15	:30	1:00	:45	:30	1:00	2:30	2:00	1:30	1:45	1:15
	MILES	95	18	40	40	26	26		0	0	15	15	8	8	51	66	26	26	29
VASHON	TIME	2:30	:45	1:30	1:45	1:15	1:15	:15		:15	:45	:30	:45	1:15	2:15	2:15	1:15	1:30	1:30
	MILES	95	18	40	40	26	41	0		0	15	15	8	8	61	66	36	36	29
SOUTHWORTH	TIME	2:45	:30	1:45	2:00	1:30	1:00	:30	:15		1:00	:45	1:00	1:30	2:00	2:30	1:00	1:15	1:45
	MILES	95	18	40	40	26	41	0	0		15	15	8	50	61	61	36	36	29
PT. DEFIANCE	TIME	3:15	1:30	2:15	2:30	2:00	2:00	1:00	:45	1:00		:15	1:30	2:00	3:00	3:00	2:00	2:15	:30
	MILES	110	33	55	55	41	56	15	15	15		0	23	23	76	81	51	51	10
TAHLEQUAH	TIME	3:00	1:15	2:00	2:15	1:45	1:45	:45	:30	:45	:15		1:15	1:45	2:45	2:45	1:45	2:00	:45
	MILES	110	33	55	55	41	56	15	15	15	0		23	23	76	81	51	51	10
PIER 52	TIME	1:45	1:00	:45	1:00	:30	1:00	:30	:45	1:00	1:30	1:15		:30	2:00	1:30	1:00	1:15	1:00
	MILES	87	0	32	32	18	18	8	8	8	23	23		0	43	58	18	18	33
WINSLOW	TIME	2:15	:45	1:15	1:30	1:00	:30	1:00	:15	1:30	2:00	1:45	:30		1:30	2:00	:30	:45	1:30
	MILES	87	32	32	32	18	18	8	8	50	23	23	0		43	43	18	18	33
PT. TOWNSEND	TIME	1:30	1:30	1:15	1:00	1:45	1:15	2:30	2:15	2:00	3:00	2:45	2:00	1:30		:30	1:00	:45	3:00
	MILES	39	48	26	26	37	37	51	61	61	76	76	43	43		0	25	25	76
KEYSTONE	TIME	1:00	2:00	:45	:30	1:15	1:45	2:00	2:15	2:30	3:00	2:45	1:30	2:00	:30		1:30	1:15	2:30
	MILES	39	48	26	26	40	37	66	66	61	81	81	58	43	0		25	25	91
LOFALL	TIME	2:30	:30	1:15	1:30	:45	:15	1:30	1:15	1:00	2:00	1:45	1:00	:30	1:00	1:30		:15	2:00
	MILES	64	23	27	26	12	12	26	36	36	51	51	18	18	25	25		0	51
SOUTHPOINT	TIME	2:15	:45	1:30	1:45	1:00	:30	1:45	1:30	1:15	2:15	2:00	1:15	:45	:45	1:15	:15		2:15
	MILES	64	23	26	26	12	12	26	36	36	51	51	18	18	25	25	0		51
TACOMA BOAT	TIME	2:00	2:00	1:45	2:00	1:30	2:00	1:15	1:30	1:45	:30	:45	1:00	1:30	3:00	2:30	2:00	2:15	
	MILES	120	33	65	65	51	51	28	29	29	10	10	33	33	76	91	51	51	
MINI	TIME		WINSLOW TO MINI VIA BREMERTON: 67																
	MILES		SEATTLE TO MINI: 34																
			P-52 TC TODD: 6																



## D-1

**Aug 1, 2000**

Other Rule Reference(s)  
SAAM 10.70.10

### Transportation Commission - Class Four Board

There are two general categories of Boards, Commissions, or Committees:

- Advisory, coordinating, or planning capacity; and
- Rule making capacity.
  - The Transportation Commission was established as a Class Four Board per RCW 43.03.250 under this category.
  - Except as noted in SAAM Section 10.70, Transportation Commission members will follow the rules noted in this Appendix and Chapter 10.

## D-2

**Aug 1, 2000**

Other Rule Reference(s)  
SAAM 10.70.70

### Coffee and Light Refreshments

All legally authorized boards, commissions, or committees may provide coffee and/or light refreshments at their official public meetings (including executive sessions).

## D-3

**July 1, 2007**

### Transportation Commission - Compensation and Travel Voucher Instructions

- Each member of the Commission is compensated in accordance with RCW 43.03.250. Commissioners are authorized by statute to work up to 150 days per year. The Chair is authorized to work up to 180 days per year. The Commission will calculate these days based on fiscal years, rather than calendar years.
- Commission members are entitled to compensation for time spent:
  - Reading and reviewing Commission materials;
  - Responding to letters and email;
  - Attending Commission meetings and other meetings as a Commission representative; and
  - Other official Commission business
- Work time compensation shall not exceed \$100 per day.
- Commissioners' work hours must be reported monthly along with travel expenses. Each Commission member should track all of his/her hours and travel expenses on the travel voucher form and send it to the Commission Office by the 12th of each month.
- Two separate checks will be issued, usually at different times - one for work hours and one for expenses. (FYI: State employee paychecks are issued on the 10th and 25th of each month. If hours are submitted for the previous month prior to the 15th of the current month, the check will be issued on the 25th of the current month).
- The Official Station and Official Residence shall be noted on each travel expense voucher. The Official Station and Official Residence for each Commissioner is the city of their residence.
- All documentation must clearly show that reimbursement is claimed only for official state business. Include a detailed purpose and date for each meeting or trip on travel vouchers. Travel vouchers must state complete names and a discussion topic for each meeting or conference, using as many lines and pages as necessary.

Explain trip purposes in enough detail as if someone not familiar with Transportation Commission issues could conclude that the claimed activities were official state business. If the Commissioner is meeting with a group of individuals or an organization, it is permissible to list the community or organization name instead of listing every name.

**D-4****Aug 1, 2000**Other Rule References  
SAAM 10.70.50**Transportation Commission - Meals**

- Commission members are reimbursed for actual meal expenses. Original receipts must be attached to expense vouchers for each meal claimed. When a receipt is not available from a restaurant, the Commission member states on the voucher that no receipt was obtained and where the expense was incurred. In such cases, the reimbursement will be paid at the state employee subsistence rate. It is expected that most restaurants will provide a receipt when requested.  
Commissioners must attach meal receipts that provide sufficient information regarding the number of meals purchased, the amount of a meal vs. non-reimbursable amounts, etc.
- Reimbursement will not be paid for meals purchased for anyone other than another Commission member (e.g. department staff, LTC staff, legislators). If a Commission member claims reimbursement for meals purchased for other Commissioners, he/she must note on the receipt who was included in the cost of the meal. There is no reimbursement for alcoholic beverages.
- Allowable meal expenses include basic meal cost, applicable taxes, and any customary tip or gratuity.

**D-5****Aug 1, 2000**Other Rule References  
SAAM 10.70.40**Transportation Commission - Lodging**

Travel involving two or more consecutive nights lodging must be documented. The Transportation Commission's Policy and Procedure No. 3 shall serve to document each regularly scheduled monthly Commission meeting.

- Meetings are held for the purpose of conducting the Commission's statutorily required business, as required by law. Overnight travel may be required for some Commissioners; and
- The Commission will use direct billing for lodging whenever possible. Commissioners may put meal charges on their lodging bill for convenience.

**D-6****Aug 1, 2000**Other Rule References  
SAAM 10.10.40  
SAAM 10.70.60**Transportation Commission - Reimbursement of Travel Expenses other than Meals and Lodging**

Except as otherwise provided by law, those persons appointed to serve on any state board, commission, or committee (advisory or rule making) are to be reimbursed transportation and other travel expenses in the same manner as state officials and state employees.

- **Rental vehicles**

Commissioners must use the current state contract for vehicle rentals. The current state contract is with Budget Rent-A-Car, which is a mandatory use contract. If Budget is not available, another rental agency may be used.

Commission members must use the Budget Rent-A-Car credit card, which is issued to each Commissioner, for any vehicle rentals for official Commission business. The Commission office will be billed directly for any charges on these cards. Charges for vehicle rentals should not be listed on the travel expense vouchers, unless a rental agency other than Budget was used, or if for extenuating circumstances only and no other choice is available, the Commissioner may use a personal credit card.



**D-6 (continued)****Aug 1, 2000**

Other Rule References

[SAAM 10.10.40](#)[SAAM 10.70.60](#)• **Air travel**- **Commercial airlines**

Travel must be booked through a “qualified travel agent”. The Commission Office Travel (CTA) coordinator will select a “qualified travel agent”. A user profile will be established for each Commissioner that will include the Commission’s CTA information. All tickets will be charged to the CTA. Each Commissioner who books his/her own airline tickets must inform the travel agent when traveling on state business so the Commission office will be billed directly from VISA.

Commission members must make reservations with the state contract carriers at their lowest available fares for each flight. Each qualified agent will have the contracts and should automatically book Commissioners travel with the correct airline. The only exception to this rule is for conditions stated on individual contracts and to comply with the Americans With Disabilities Act. If a Commissioner encounters a problem in booking airline travel with the contract carrier or his/her time schedule cannot be met with contract carrier, contact the Commission office for current information on which airline holds the state contract for specific cities.

Any additional costs incurred because of official state business itinerary changes must also be paid through the Travel Charge Card Business Travel Account system.

Commission staff may not be available on evenings and weekends to supply a forgotten VISA Business Travel Account number to a Commissioner. In such circumstances, the Commissioners may be reimbursed for any additional costs. Attach a receipt for these costs and an explanation of the circumstances with the Travel Expense Voucher.

- **State-owned aircraft travel**

Commissioners may use state-owned aircraft for official travel if:

- The cost doesn’t exceed available commercial air travel;
- There are no reasonable or convenient commercial flights for the travel destinations; and
- Emergency Commission business situations.

A Commissioner may accompany an Aviation Division pilot on training missions or airport site visits when there is no additional cost to the state to do so.

**D-7****Aug 1, 2000**

Other Rule References

RCW 43.03.050

**Transportation Commission - Out of State Travel**

Out of state travel must be approved in advance by the Chair. The Commission office will prepare a memorandum of approval for the Chair’s signature that includes the following:

- The purpose of the trip and how it relates to the Commission’s duties;
- A description of the expected benefits; and
- An analysis of alternative approaches to travel and why these were rejected.

## D-8

Aug 1, 2000

**Transportation Commission - Miscellaneous Costs****Receipts required for all miscellaneous costs**

Attach receipts for all miscellaneous costs to the travel expense voucher.

Miscellaneous costs include parking, taxi, phone calls, etc. Sometimes a receipt is not available from a certain location, such as a parking meter. In these situations, state that no receipt was obtained and where the expense occurred on the travel expense voucher.

**Equipment and supplies**

Any equipment or supplies costing over \$50 must be purchased by the Commission office in accordance with purchasing requirements and cannot be included on travel vouchers.

**Phones**

- A SCAN PLUS phone card is issued to each Commissioner upon appointment. This card must be used whenever possible. The card gives the state a substantial discount off regular long distance phone rates. The state is billed directly for SCAN calls and no formal documentation is normally necessary. Contact the Commission office if you have questions about how to use this card, or if problems are encountered.
- Commission member may be reimbursed for calls made on personal cell phones for official Commission business. Submit the original phone bill to the Commission office separately from the Travel Expense Voucher. The phone bill must include the following:
  - Commission member's phone number and name or signature on the front page of the bill;
  - Highlight the calls made for Commission business;
  - If possible, note the name of the person called; and
  - The total amount claimed for reimbursement.
- SCAN, SCAN PLUS, phone calls on personal telephones, and faxes must be calls on behalf of the Commission to accomplish Commission business. When away from home on Commission business, Commissioners may place one telephone call of three minutes or less to home each day only to advise family of safe arrival or changes in travel. Any other extended discussion is at the Commissioner's expense (Refer To Example Below).

**Question:** I'm a Commissioner and call home on the SCAN card intending to talk three minutes or less to inform my family of a safe arrival. Someone in my family begins to tell me about a personal issue. I get involved in what he/she is saying and lose track of the time and the phone call goes longer than three minutes. How do I pay for the portion of the phone call in excess of three minutes?

**Answer:** You tell the family member you will call them right back, hang up from the conversation and use your own credit card to make the call. If this is not possible, you notify Commission Staff of the situation so they can track the cost of the phone call for reimbursement by the Commissioner.

**D-9****Jul 1, 2000**

Other Rule References

SAAM 10.70.20.a

SAAM 10.70.20.b

**Meal and Lodging Reimbursement for Persons Serving on an Advisory, Coordinating, or Planning Committee at the Request of the Commission**

This subsection addresses reimbursement for those persons appointed to serve on any advisory group, sub-committee, or equivalent, which is formed at the request of the Transportation Commission.

- The chair of the Transportation Commission is responsible for authorizing travel in advance and approving reimbursement of travel expenses.
- Participants, if entitled to reimbursement of travel expenses, are to be reimbursed for meals and lodging at the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three hour rule and official station rule does not apply.
- Appointment and/or agreement letters should be on file with the participating organization (Refer to Subsection 10-8 for detailed information).

