

NOTES REGARDING TRAVEL REIMBURSEMENTS

The following is derived from the State Administrative & Accounting Manual issued by the Office of Financial Management and is NOT all inclusive. Visit <http://www.ofm.wa.gov/policy/> for additional information. Lodging and meal rates are adjusted on October 1st; mileage on January 1st, if applicable.

LODGING

50 mile rule

Reimbursement is allowed for lodging expenses when the temporary duty station is located more than fifty (50) miles (most direct route) of the closer of either the traveler's residence or official station.

10.30.30

What types of lodging costs are reimbursable?

- Basic commercial lodging (ensure the current state per diem is charged – refer to map – higher rates will not be fully reimbursed), applicable taxes, hotel/motel taxes
Attach hotel receipt to travel voucher
- Campsites must follow Non-High Cost lodging rates.
<https://ofm.wa.gov/sites/default/files/public/legacy/policy/10.90a.pdf>

MEALS

When may a traveler be reimbursed for meal costs?

10.40.50.a For **overnight** travel assignments, the agency-determined meal periods are used to determine when a traveler is entitled to a meal.

10.40.50.b For **non-overnight** travel assignments, the following two criteria must be met to receive a meal allowance:

1. **Three Hour Rule** – a traveler may be reimbursed for meal expenses only after the traveler is in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler's regularly scheduled working hours for the day.
2. **In travel status during the entire meal period** – travelers must be in travel status during the **entire** agency-determined meal period(s) in order to qualify to collect meal payments for meal(s), except as provided in subsection 70.15.10. The traveler may not stop for a meal just to meet the three-hour rule.

Receipts are not required with travel voucher. Use per diem rates according to your final destination.

The meal periods are:

Breakfast	6:30 to 8:00
Lunch	11:30 to 1:00
Dinner	5:30 to 7:00

- If hotel provides a full meal with eggs, bacon, sausage (protein); do NOT claim breakfast.
- Any meals provided by the conference/meeting/training; do NOT claim.

Camping: must use Non High-Cost Location meal rates

<https://ofm.wa.gov/sites/default/files/public/legacy/policy/10.90a.pdf>

MILEAGE

Always ensure the correct mileage rate is used by visiting <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel> or refer to map.

Include city name on travel voucher; do not use "home" or "work".