STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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September 20, 2000

OFM DIRECTIVE 00A-05

TO: Agency Directors and Policy Manual Holders

FROM: Sadie Rodriguez-Hawkins, Assistant Director
             Accounting Division

SUBJECT: **REVISIONS TO CHAPTER 10: TRAVEL**

We have revised the Per Diem allowances referenced in Chapter 10: Travel of Washington's *State Administrative and Accounting Manual* (SAAM). These changes only affect Schedule B, High Cost Lodging and Subsistence Rates For The Continental USA.   A replacement map is provided; however, Schedule B is maintained by the Federal General Services Administration on their web site at http://www.gsa.gov/travel.htm and is connected to SAAM 10.90.10 via an internet link.

Agencies may obtain copies of the following Office of Financial Management (OFM) documents on our Administrative & Accounting Resources Internet site at http://www.ofm.wa.gov/policy/resource.htm:

- Schedule B, with a column containing the calculation of the 150% Exception to the Maximum Lodging Rate by location.
- Per diem rate map of the state of Washington in black and white or color.
- Superseded SAAM policies.

This change in Per Diem allowances is effective October 1, 2000.

All OFM directives and policies are available at our web site http://www.ofm.wa.gov/policies.htm. We encourage you to use the on-line version of SAAM as it includes all technical corrections made between formal policy updates which are published under directives. The superseded policies are also available on the Internet on our Administrative & Accounting Resources site at http://www.ofm.wa.gov/policies.htm.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency.

Attachments