



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

December 30, 2015

**TO:** Agency Directors and Policy Manual Users

**FROM:** Brian Tinney, Assistant Director  
Accounting Division

**SUBJECT: SAAM Technical Correction**

We have revised Subsection 10.90 Travel Rates of the *State Administrative and Accounting Manual* (SAAM) effective January 1, 2016.

In Subsection 10.90.20, we decreased the mileage reimbursement rates for privately owned aircraft from \$1.31 to \$1.17 and privately owned motorcycle from \$0.53 to \$0.51 to reflect the revised General Services Administration (GSA) rates. Historically, the state privately owned aircraft and motorcycle reimbursement rates have not exceeded the GSA rates.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at:

[www.ofm.wa.gov/resources/default.asp](http://www.ofm.wa.gov/resources/default.asp).

If you are maintaining a hardcopy manual, a link to the replacement pages is available at:

<http://www.ofm.wa.gov/policy/replacement-pages.asp>.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>.