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TO: Agency Directors and Policy Manual Users

FROM: /s/ Wendy Jarrett, Manager, Statewide Accounting
Accounting Division

SUBJECT: SAAM TECHNICAL CORRECTIONS

The online version of Chapters 10 and 15 in the *State Administrative & Accounting Manual* (SAAM) have been revised. A hard copy of these changes can be printed from the OFM website at: <http://www.ofm.wa.gov/policy/default.asp>.

Technical corrections are as follows:

1. **Chapter 10 – Section 10.70:**
(<http://www.ofm.wa.gov/policy/10.70.htm>)

In Subsections 10.70.20 and 10.70.30, changed the references to “meal and lodging” reimbursement from “travel” reimbursement for consistency with the headings of the subsections.

- Chapter 10 – Section 10.90:**
(<http://www.ofm.wa.gov/policy/10.90.htm>)

Updated the website information in Subsection 10.90.10.d for foreign locations and added new website address for Alaska and Hawaii per diem rates.

2. **Chapter 15 – Section 15.20:**
(<http://www.ofm.wa.gov/policy/15.20.htm>)

In Subsection 15.20.35, the World Trade Organization (WTO) threshold for goods and services was revised to \$528,000. The Office of the United States Trade Representative (USTR) recently published a new Federal Register (FR) notice indicating that there were inadvertent calculations errors in their first FR notice. The correct revised World Trade Organization (WTO) threshold for goods and services is \$528,000, not \$529,000 as noted in the January 1, 2008, update.