



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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

December 14, 2009

OFM DIRECTIVE 10A-01

TO: Agency Directors and Policy Manual Users

FROM: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

SUBJECT: Chapter 10 - Travel and Chapter 85 - Accounting Procedures

We have revised the *State Administrative and Accounting Manual* (SAAM), effective January 1, 2010. Key changes to the policy include:

Chapter 10: Travel (<http://www.ofm.wa.gov/policy/10.90.htm>)
(Subsection 10.90.20)

- Revised travel policy to reflect a decrease in the mileage reimbursement rate for privately owned vehicles from \$0.55 to \$0.50. This decrease mirrors the federal rate set by the United States Treasury Department which, per RCW 43.03.060, is the maximum rate the state can pay.

Chapter 85: Accounting Procedures (<http://www.ofm.wa.gov/policy/85.32.htm>)
(Subsection 85.32.25)

- Added new Subsection 85.32.25, Priority of expenditures, to reflect the provisions of RCW 43.88.150 which require state moneys be conserved when agencies have both state and other funding sources available.

Questions regarding this revision and proper interpretation of travel policies in Chapter 10 should be directed to Bret Brodersen at (360) 725-0229, bret.brodersen@ofm.wa.gov.

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.

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Please be aware that in addition to SAAM policies, all OFM directives, technical corrections, and superseded policies are available online at: <http://www.ofm.wa.gov/policy/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>.

Additional resources are also available on our Administrative and Accounting Resources webpage at: www.ofm.wa.gov/resources/default.asp.