

STATE OF WASHINGTON
QUICK REFERENCE GUIDE - TRAVEL DO'S & DON'TS

The following rules are high level summaries. For further details see the State Administrative and Accounting Manual (SAAM) reference. (<http://www.ofm.wa.gov/policy/10.htm>)

General:

- | | SAAM |
|---|--------------------------|
| • All state agencies must comply with SAAM | 1.10.30 |
| • All state employees, volunteers, and contractors must comply with SAAM | 10.10.05 |
| • Use most economical travel alternatives unless Health/Safety issue | 10.10.20 |
| • Get agency head approval <u>in advance</u> to travel out of state | 10.10.50 |
| • Get approval from Governor or Board to travel out of U.S. or British Columbia | 10.10.50 |
| • Do not reimburse for unnecessary travel costs such as alcoholic beverages | 10.20.20 |
| • Combined business & personal travel must not result in additional cost to the state | 10.20.40 |
| • Follow special travel rules for Board, Commission or Committee members | 10.70 |

Meetings:

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| • State gatherings must be held in government facilities unless properly justified | 10.10.55 |
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Lodging:

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| • Reimburse actual lodging expenses up to limits used in the Continental USA and Non Continental USA schedules <u>except</u> under special circumstances | 10.90.10
10.30.20 |
| • Do not reimburse lodging expenses incurred at official station or residence | 10.30.40 |
| • Do not reimburse lodging expenses within 50 miles of official station or residence | 10.30.30 |

Meals/Coffee and Light Refreshments:

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| • Reimburse meals on an allowance basis at rates used in the Continental USA and Non Continental schedules when traveling three or more hours beyond regular work shift <u>and</u> when traveling during the entire meal period | 10.90.10
10.40.50
10.40.50 |
| • Do not reimburse for meal expenses incurred at official station or residence <u>exception</u> for meals with meetings | 10.40.40
70.15 |
| • Serve coffee and light refreshments only in accordance with agency policy | 70.10 |

Transportation:

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|---|--------------------------|
| • Reimburse privately owned vehicle business miles at rate shown on the Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage schedule | 10.90.20 |
| • Do not reimburse for commuting miles between official residence and station | 10.20.20 |
| • Agencies may purchase airline and other common carrier tickets in advance | 10.50.40 |
| • Use an OSP qualified travel provider when making air travel arrangements | 10.50.45 |
| • Permanently assign state owned vehicles to employees when warranted | 12.20.30 |
| • Allow commuting in state owned vehicles when warranted | 12.20.35 |
| • <u>Do not</u> use state owned or leased vehicles for personal business | 12.30.20 |
| • <u>Do not</u> use state contract rental vehicles for personal business | 10.50.35 |

All faculty and staff who oversee University sanctioned field trips must adhere to the below procedures to mitigate potential risk to students, faculty, staff, and the University.

- **Transportation must be secured through the CWU contracted transportation company, CWU Motor Pool or Enterprise Care Rental using the State of Washington contracted rental rates.**
- **If students provide their own transportation to the field trip location, each student must complete and submit to the faculty or staff member the [Assumption of Risk and Release Form](#) prior to the trip. The faculty or staff member must then attach each completed release form when they create their Travel Authorization (TA) within MyCWU prior to the field trip. Other information that should be attached is a student rooster (including names, phone numbers, and emergency contact information).**

Moving:

- Contact GA Traffic Manager and follow all GA Moving Guide Rules [60.10](#)

Reimbursements:

- Submit original receipts for reimbursements of travel expenses except meals [10.80.40](#)
- Account for travel expense advances monthly [10.80.60](#)

Please Note:

Some areas of the SAAM manual's regulations differ from the CWU website. As a state agency, CWU has the option to be more restrictive than the SAAM manual.