**Travel Reimbursement Quick Guide for Child Support Workgroup Participants**

First, to create a TEMS (Travel Expense Management System—an account in this system is required for reimbursement) account:

1) Complete a W-9
2) Complete a "Statewide Payee Registration"
3) For fastest service, PRINT, SIGN, SCAN and EMAIL both forms to PayeeForms@ofm.wa.gov
   - If you do not have scanning ability, you may fax to: 360-664-3363
   - Or mail to: Statewide Payee Desk PO Box 41434 Olympia, WA 98504-1434

❖ ***Note: You only need to complete steps 1-3 one time to set up the account.***

4. Complete the "Authorization for Expenditure"
   - Complete one for each 2015 Child Support Workgroup trip you want reimbursed (one way or roundtrip)
   - Use "2015 Child Support Workgroup" in the purpose field
   - Complete questions 1-4,7, and 9
   - Current mileage information and per diem rates
   - Provide DCS with copies of receipts
   - Provide these documents to DCS as soon as possible ***as the forms must be processed within 90 days of the actual travel***
5. Send the completed "Authorization for Expenditure" to DCS for processing

6. Email: RoseDS@dshs.wa.gov
   Or
   Fax to DCS at: 360.664.5342 ATTN: DEBE ROSE
   Or
   Mail: ATTN: DEBE ROSE | CSWG TRAVEL
   PO BOX 9162
   Olympia, WA 98507