

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 \(select board member on Page 2—item 3\)](#)
- 2) [Complete a “Statewide Payee Registration”](#)
- 3) Submit the forms to the Office of Financial Management: Statewide Payee Desk
 - 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
 - DCS staff can help you with this

❖ **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 or give the completed “Authorization for Expenditure” to DCS for processing

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