

Travel Reimbursement Quick Guide for Child Support Workgroup Participants

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

- 1) [Complete a W-9 and “Statewide Payee Registration”](#) packet.
Both pages need to be filled out exactly alike. Do **not** select “sole proprietor” or “board member” for the forms; instead **select “volunteer.”** Both pages must be completed fully as they go to different locations after they are received by DCS.
- 2) For fastest service: PRINT, SIGN, SCAN, and EMAIL both forms to RoseDS@dshs.wa.gov
 - If you do not have scanning ability, you may fax to DCS at:
360.664.5342 ATTN: DEBE ROSE: 360-664-3363
 - Or mail to:
ATTN: DEBE ROSE | CSWG TRAVEL
PO BOX 9162
Olympia, WA 98507

❖ **Note: You only need to complete steps 1 and 2 a single time to set up the account.**

- 3) Complete the “[Authorization for Expenditure](#)”
 - Complete one for each Child Support Workgroup trip you want reimbursed (one way or roundtrip)
 - Use “2019 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**
- 4) Send the completed “Authorization for Expenditure” to DCS for processing

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