



Administrative Policy No: 19.10.02

Subject: Travel Reimbursement Submission and Processing Deadlines

Information Contact: Office of Accounting Services
Chief, (360) 664-5716

Authorizing Source: State Administrative & Accounting Manual (SAAM), [10.10.10.b](#)

Effective Date: July 1, 2004

Revised: November 4, 2024

Approved By: Original approved by Richard Pannkuk
Assistant Secretary / Chief Financial Officer

Purpose

This policy describes the time limitation for submitting travel reimbursement requests, exceptions and the process and authority for granting or denying exceptions.

Scope

This policy applies to all Department of Social and Health Services (DSHS) employees, board and commission members (unless stated otherwise in statute), as well as volunteers.

This policy does not apply to contractors or class one group members, or community compensation participants, with direct lived experience. [Class one group members](#) are reimbursed in accordance with 2SSB5793 and the Governor's office of equity community compensation guidelines, and other contractors will be reimbursed through specific contractual arrangements.

Additional Guidance

State administrative & accounting manual (SAAM), [10.80](#)

DSHS administrative policies

Subchapter [19.10](#), travel policies

AP 18.25, Religious accommodations

DSHS travel website documents - [Requesting exceptions to the submission deadlines](#)

[Office of equity community compensation guidelines](#)

[RCW 43.03.220](#) - Compensation of members of part-time boards and commissions—class one groups.

Definitions

Approving manager means the approving authority responsible for the traveler’s travel status and reimbursement.

Community compensation participant is an agency partner who is a part of historically excluded communities who have been disproportionately impacted by government decisions. The community compensation participant provides their lived experience perspective—their personal, direct experience related to the subject matter—to agency events and workgroups where activities, policies, processes and systems are being addressed. A community compensation participant is not a volunteer. They may be compensated for their work with a stipend and reimbursed for expenses, where applicable, in accordance with 2SSB 5793 and the office of equity and DSHS community compensation guidelines.

Reimbursement request means the request for travel reimbursement that is submitted using the travel and expense management system (TEMS).

Travel unit means the unit within the office of accounting services that is responsible for reviewing and processing all TEMS requests that have been approved to fiscal unit.

Travel and expenses management system (TEMS) means the software program used to process reimbursement requests and travel advances.

Traveler means a person in travel status who is on official state business.

Policy

- A. The initial travel reimbursement request must be submitted through TEMS to the traveler’s approving manager within three calendar months from the last day of the month the first travel expense is incurred, except travel expenses incurred in the month of June. Travel expenses incurred in the month of June must be submitted within two calendar months to accommodate fiscal year close.**

The table below lists the month of travel, along with the last day reimbursement requests must be submitted to the traveler’s approving manager. When the last day for submission falls on a holiday or weekend, the reimbursement request must be submitted by the last business day prior to the holiday or weekend.

Travel month	Last day for submission
January	April 30th

Travel month	Last day for submission
February	May 31st
March	June 30th
April	July 31st
May	August 31st
June	August 31 st (to accommodate fiscal year close)
July	October 31st
August	November 30th
September	December 31st
October	January 31st
November	February 28th
December	March 31st

B. To reduce agency processing costs, travelers are encouraged to delay submitting a travel reimbursement request until the total reimbursement exceeds \$100; however, travelers must still comply with the submission deadlines above.

C. Exceptions to the submission deadline are limited to the following circumstances:

1. Delay by the preparer/submitter in submitting the reimbursement request of a board or commission member or volunteer to the approving manager.
2. Major or catastrophic personal or family illness, tragedy, or death resulting in the traveler being absent from work for an extended period.

D. Requests for exceptions to the submission deadline must be submitted to the office of accounting services (OAS) chief or designee within ten working days of the date that the:

1. Reimbursement request was denied by the travel unit; or
2. Traveler returned to work following the circumstance that caused the delay in submitting the reimbursement request.

Procedures for requesting exceptions to the submission deadlines are posted on the travel website.

E. When requests for exceptions to the submission deadline are approved by the OAS chief, or designee, the traveler must resubmit the reimbursement request within 30 days of notification from OAS.

F. When a reimbursement request is returned to the traveler due to incomplete or inaccurate information, travelers have 30 days from the returned date to resubmit a corrected reimbursement request.

The initial request for reimbursement must comply with the submission deadline described in policy point A above.

- G. Approving managers must process all reimbursement requests received, by either approving, denying or returning them for changes within five working days.**
- H. The travel unit must process all reimbursement requests received, by either approving, denying or returning them for changes within ten working days.**

DSHS Official