

## 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:** August 27, 2020 <sup>i</sup> Housekeeping 9/28/21

**Approved By:** Original signed by Judy Fitzgerald  
Assistant Secretary / Chief Financial Officer

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### 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 reimbursed by specific contractual arrangements.

### Additional Guidance

State Administrative & Accounting Manual (SAAM), [10.80](#)  
DSHS administrative policies, subchapter [19.10](#), travel policies  
DSHS Travel Website Documents - [Requesting Exceptions to the Submission Deadlines](#)

### Definitions

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

**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.

**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.

<b>Travel Month</b>	<b>Last day for Submission</b>
January	April 30th
February	May 31st
March	June 30th
April	July 31st
May	August 31st
June	August 31 <sup>st</sup> (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 OAS chief or designee within ten working days of the date that the:**

1. Reimbursement requests 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.**

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<sup>i</sup> Updated multiple points to match updates to the SAAM manual definitions