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: July 27, 2016 * Housekeeping 11/1/17

Approved By: original signed by Avanulas Smiley
Chief Financial Officer/Assistant Secretary

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
DSHS Administrative Policies, Subchapter 19.10, Travel Policies

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 any DSHS employee, officer, volunteer, board or commission member traveling on behalf of DSHS 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.

<table>
<thead>
<tr>
<th>Travel Month</th>
<th>Last day for Submission</th>
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<tbody>
<tr>
<td>January</td>
<td>April 30th</td>
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<tr>
<td>February</td>
<td>May 31st</td>
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<tr>
<td>March</td>
<td>June 30th</td>
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<tr>
<td>April</td>
<td>July 31st</td>
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<tr>
<td>May</td>
<td>August 31st</td>
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<tr>
<td>June</td>
<td>August 31st (to accommodate fiscal year close)</td>
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<tr>
<td>July</td>
<td>October 31st</td>
</tr>
<tr>
<td>August</td>
<td>November 30th</td>
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<tr>
<td>September</td>
<td>December 31st</td>
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<tr>
<td>October</td>
<td>January 31st</td>
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<tr>
<td>November</td>
<td>February 28th</td>
</tr>
<tr>
<td>December</td>
<td>March 31st</td>
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</tbody>
</table>

B. In order 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/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 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.

i Updated day count in “H”