

Administrative Policy No. 19.10.07

Subject: Volunteer and Board Member Travel

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

Authorizing Source: State Administrative & Accounting Manual (SAAM)
[Chapter 10](#), Travel
Revised Code of Washington (RCW)
[43.03.050](#), Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees

Effective Date: May 9, 2007

Revised: April 14, 2020

Approved By: **Original signed by Judy Fitzgerald**
Assistant Secretary / Chief Financial Officer
Facilities, Finance, and Analytics Administration

Purpose

The Department of Social and Health Services (DSHS) relies on volunteers and board members to carry out its mission. In support of this effort, this policy sets standards to:

1. Establish an effective system to manage and control volunteer and board member travel related costs.
2. Reimburse volunteers and board members for eligible travel expenses incurred.
3. Make payments on behalf of volunteers and board members for eligible travel expenses.

Scope

This policy applies to:

1. All department staff that authorize and pay travel for volunteers and board members.
2. The volunteers and board members who incur travel expenses while conducting official state business.

This policy does not apply to contractors reimbursed by specific contractual arrangements.

Additional Guidance

DSHS Administrative Policies

[Subchapter 19.10](#)

[5.04](#), Records Retention

DSHS Human Resources Division (HRD) Guidelines for the [Use of Volunteers](#)

Revised Code of Washington (RCW)

[43.20A.350](#), Committees and councils – Declaration of purpose

[43.20A.360](#), Committees and councils – Appointment, membership, terms, vacancies, and travel expenses

[DSHS Forms Picker](#)

Form 09-415, Authorization for Expenditure (Non-Employee)

Form 03-502, Class 1, 2, 3, 4, 5 Board, Commission, Council, Committee, or Other

Group Member Travel Allowance (GFS Only) Exemption Request

[Office of Financial Management Memo](#)

Definitions

Agency financial reporting system (AFRS) is the state of Washington's official accounting system.

Board members are those individuals who serve on a board, commission, or committee in either an advisory, coordinating or planning capacity, or a rule making capacity.

Class specifications: compensation classes

Commute means travel between the official residence and official station, or when the official residence and official station are the same city/town, travel from the traveler's home to their first business stop within their official station/residence and the travel from their last business stop within their official station/residence to their home. In multiple official station assignments, it is the travel between the official residence and the official station where the traveler is assigned to on that particular day. This includes use of a privately owned vehicle, bus, vanpool and other modes of transportation.

Department refers to the Department of Social and Health Services (DSHS).

Department administrator is an individual at a DSHS location with oversight authority for the volunteers and board members covered under this policy.

Five hour rule: Refers to the rule that requires a volunteer, board or commission member to be in travel status for at least five hours to qualify for a meal reimbursement.

Official residence is the city, town or other location where the traveler maintains their primary home. For employees, this information is obtained from their personnel records. For non-employees, this information is obtained from form 09-415 (Authorization for Expenditure).

Official station (for volunteers and board members) is the city, town or other location where the traveler's official residence is located. In those instances where the volunteer or board member has a documented assigned permanent regular workplace, the city, town or location of the regular workplace is the official station (SAAM).

Program means the affected DSHS programs, including the division, office, or staff designated by the Assistant Secretary or Division Director as being responsible for compliance with this policy.

Travel and expense management system (TEMS) is the software program used to process travel Reimbursement Requests and Travel Advances.

Volunteer is a person who, of their own free choice, performs any assigned or authorized duties for the state or any agency thereof. A volunteer receives no wages, and is registered and accepted as a volunteer by the state or any agency thereof, for the purpose of engaging in authorized volunteer service (SAAM).

Policy

I. Volunteers

The department must pay or reimburse travel expenses for all volunteers in the same manner and under the same travel regulations as state employees, except the five hour rule. The volunteer may be reimbursed for meal expenses when the volunteer has been in travel status for at least five hours.

- A. The department administrator or designee must ensure the volunteer is registered with the department, as outlined in the HRD Guidelines for the Use of Volunteers, prior to the volunteer performing any duties.**
- B. The department administrator or designee must authorize volunteer travel prior to incurring expenses.**
 1. If the department is making payments on behalf of the volunteer, prior written approval must be on file.
 2. If the volunteer is being reimbursed, an authorization for expenditure (non-employee), form 09-415, must be completed and approved prior to an administration incurring any costs associated with volunteer travel.
 3. Form 09-415 must be reviewed, updated, and retained in a way that is consistent with state records retention requirements.
- C. The department administrator or designee must document the official station for each volunteer prior to authorizing the volunteer to perform volunteer services.**

D. Volunteers are reimbursed for actual non-commute mileage traveled per trip, not per person transported.

Example: A volunteer drives 17 miles from their Official Station/Residence of Spokane to Cheney to pick up their first client and then 15 miles on to Medical Lake to pick up the second client. They then drive another 15 miles back to a location in Spokane where they drop off both clients and then another 5 miles back to their home. The volunteer traveled 47 non-commute miles so is only due mileage reimbursement for 47 miles. The volunteer cannot claim 47 miles for transporting the first client and another 30 miles for transporting the second client.

E. The authorizing department administrator, or their designee, must perform a cost analysis when deciding whether to return the volunteer to their official residence or official station between trips.

The authorizing department employee must document the cost analysis and retain the documentation in a way that is consistent with state records retention requirements.

Example: A volunteer's official station and official residence are Auburn. They leave their home at 6:00 AM, pick up a client in Seattle and transport them to an 8:00 AM appointment for medical testing at Children's Hospital. The appointment is over by noon and the volunteer transports the client back to Seattle by 1:00 PM. The volunteer's next client transport is scheduled for 3:00 PM and is expected to last until 6:00 PM. The DEPARTMENT Administrator must determine whether it is more cost effective to pay the mileage to return the volunteer to their official residence/station of Auburn and back again to Seattle for their afternoon transport, or for the volunteer to remain in Seattle and pay for their meal costs (breakfast and lunch).

F. The department administrative staff must use TEMS to complete and submit travel reimbursement requests for volunteer travelers.

Volunteer travelers are prohibited from logging-on to TEMS

II. Board Members

A. Members of boards, commissions, committees, and other similar groups are allowed to receive an allowance or reimbursement for meals, lodging or travel expenses, as long as the group obtains prior approvals through DSHS Form 03-502, Class 1, 2, 3, and 5 Board, Commission, Council, Committee, or Other Group Member Travel Allowance (GFS Only) Exemption Request.

B. The department must pay or reimburse travel expenses for eligible members in the same manner and under the same travel regulations as state employees, unless otherwise provided in statute (i.e. the five hour rule, then the board member may be reimbursed for meal expenses when the board member has been in travel status for at least five hours.).

C. Board member travel must be authorized prior to incurring expenses.

1. If the department is making payments on behalf of any board, committee or commission member, prior written approval must be on file using DSHS Form 03-502.
2. An individual board member must complete an authorization for expenditure (non-employee), form 09-415, prior to an administration incurring any costs associated with board member travel.
3. Form 09-415 must be reviewed, updated, and retained in a way that is consistent in accordance with state records retention requirements.

D. The department administrator or designee must ensure the board member is registered with the department, as outlined in the HRD Guidelines for the Use of Volunteers, prior to the board member performing any duties.

E. The department administrator or designee must document the official station for members prior to authorizing their performing services on behalf of the department.

F. The department administrative staff must use TEMS to complete and submit travel reimbursement requests for board members if expenses are to be paid in the same manner and under the same regulations as state employees.

1. Members are prohibited from logging-on to TEMS.
2. TEMS is not used to reimburse travel expenses if the expenses are to be paid according to the governing statute. Reimbursement will be paid using another payment method, such as an A19.

III. *Establishing an AFRS Statewide Vendor Number (SWV) and TEMS Profile*

A. The department administrative staff must ensure an AFRS SWV and TEMS profile are established prior to submitting requests for reimbursement.

Volunteers and board members are responsible for obtaining a SWV number and providing that number to the volunteer coordinator. Procedures for [Establishing an AFRS Statewide Vendor Number and TEMS Profile](#) are posted on the travel website.

Procedures

Procedures for [Claiming Reimbursement through TEMS](#) are posted on the [Travel Website](#).