

## 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<sup>1</sup> Housekeeping update 2/10/2022

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

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### 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 DSHS 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 – [New Process for Exemption Approvals for Travel](#)

[Allowances](#)

[Establishing an AFRS Statewide Vendor Number and TEMS Profile](#)

### **Definitions**

**Agency financial reporting system (AFRS)** is the statewide accounting system maintained by the Department of Enterprise Services. 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](#)**: Boards and Commissions – [Compensation Classes](#)

**Commute** means travel between the official residence (OR) and other domicile of a state officer or employee and their official station (OS) or other place of work. When the travelers OR and OS is the same, then their first and last trip within their OR/OS would be considered their normal commute. Normally, an employee would only have one round trip commute each work day. However, there are some work schedules that may require an employee to commute multiple times in a day due to call back, split shifts, or on-call situations. Refer to OFFICIAL RESIDENCE and OFFICIAL STATION.

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

**DSHS 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 a state official or employee maintains a residence that is used as their primary domicile. Determinations by the agency head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the state official or employee's personnel or other file.

**Official station (for volunteers and board members)** is the city, town, or other location where the state official or employee's office is located, or the city, town, or location where the state official or employee's work is performed on a permanent basis. For the purposes of these travel regulations, Olympia, Tumwater and Lacey are considered to be the same official station. A state official or employee's official station is to be designated by the agency. It is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of a state official or employee.

**Program** means any of the major activities of an agency expressed as a primary function or organizational unit. Agencies may not alter their program structure without the explicit approval of the legislature and the Office of Financial Management.

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

**Volunteer** is a person, other than an emergency services worker as described by chapter 38.52 RCW, who, of his/her 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.

## **Policy**

### ***I. Volunteers***

**The DSHS 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 DSHS administrator or designee must ensure the volunteer is registered with DSHS, as outlined in the HRD Guidelines for the [Use of Volunteers](#) prior to the**

**volunteer performing any duties.**

**B. The DSHS administrator or designee must authorize volunteer travel prior to incurring expenses.**

1. If DSHS 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 DSHS 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 DSHS 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 DSHS 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 DSHS 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 DSHS 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 DSHS 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 DSHS 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 DSHS administrator or designee must ensure the board member is registered with the DSHS, as outlined in the HRD Guidelines for the Use of Volunteers, prior to the board member performing any duties.**
- E. The DSHS administrator or designee must document the official station for members prior to authorizing their performing services on behalf of the DSHS.**
- F. The DSHS 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 DSHS 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 an 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](#).

<sup>1</sup> Updated per OFM directive