Administrative Policy No. 19.10.13

Subject:	Miscellaneous Travel Expenses
Contact:	Office of Accounting Services Chief, (360) 664-5716
Authorizing Source:	State Administrative & Accounting Manual (SAAM) Chapter 10, Travel 10.60, Miscellaneous Travel Expenses
Effective Date:	October 31, 2012
Revised:	March 30, 2023 [i] Housekeeping 4/5/2024 [ii] Housekeeping 10/02/2024 [iii] Housekeeping 03/24/2025 [ii] Housekeeping 4/21/2026
Approved By:	**Original signed by Richard Pannkuk** Assistant Secretary / Chief Financial Officer Finance, Technology, and Analytics Administration

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Purpose

This policy establishes limitations for the reimbursement of miscellaneous travel expenses.

Scope

This policy applies to all Department of Social and Health Services (DSHS) employees, community compensation participants, 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.

Definitions

Continental USA means all areas in the 48 contiguous states and the District of Columbia.

Contracted personal care attendant refers to the volunteer's current personal care individual provider contracted and paid by DSHS.

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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.

Non-contracted personal care attendant refers to the volunteer's personal care attendant that is not currently contracted by DSHS on behalf of the volunteer and the agreement is between the volunteer and the personal attendant only.

Official state business means the activities performed by a state employee, volunteer, board member, or commission member as directed by their supervisor in order to accomplish state programs, or as required by the duties of their position or office.

Switched long distance (SLD) is a dedicated telephone network managed by Washington technology solutions (WaTech) to provide low-cost long distance services to state and local government agencies.

Traveler means any DSHS employee, officer, volunteer, community compensation participant, board member, or commission member traveling on official state business.

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

Travel status refers to the official status of a traveler when the traveler is away from both their official residence and their official station on official state business, exclusive of commuting between the traveler's official station and official residence.

Valet services means activities performed by an individual for items such as valet parking, errands.

Additional resources

DSHS administrative policies,

Subchapter 19.10, Travel policies

18.26, Disability reasonable accommodation

Revised Code of Washington (RCW) 43.03.050, Subsistence, lodging and refreshment, and per diem allowance for officials, employees, community compensation participant and members of boards, commissions, or committees.

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Policy

A. Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler through TEMS, unless otherwise specified in the policy. Reimbursable expenses include, but are not limited to:

1. Taxi, Uber, Lyft, shuttle, or limousine fares (including a customary tip or gratuity).
   a. Official state business related examples include – travel to and from business meetings, training facilities, airports, etc. *See section D. for non-reimbursable Taxi, Uber, Lyft, etc. expenses.

2. Parking fees, ferry and bridge tolls, but not including high occupancy toll [HOT] or express lanes.

3. Fees charged for internet access required in connection with state business travel.

4. Registration fees required in connection with attendance at approved conventions, conferences, and official meetings. These fees should be paid by the agency prior to the event and would only be paid by the traveler if exceptional circumstances exist.

5. Supplies, **if less than $50**. Supplies exceeding $50 must be purchased in accordance with state purchasing requirements and taken along on the trip.

6. Rental of room in a hotel, or other place, which is used to transact official state business, if paid for by the traveler. These fees should be paid by the agency prior to travel and would only be paid by the traveler if unforeseen circumstances (emergencies, weather delays, etc.) did not allow the employee to request DSHS pay the fee prior to travel.

   The room rental is reimbursable as a separate item from lodging when authorized by the traveler's supervisor.

7. Charges for necessary fax or copying fees.

8. Charges for necessary stenographic or typing services in connection with the preparation of reports or correspondence, or both, when authorized by the traveler's supervisor.

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9. The actual cost of laundry or dry cleaning, or both, expenses, **as evidenced by a receipt**, is authorized for travelers in continuous travel status for five (5) or more days in the continental USA, except in the use of coin operated laundry which do not require receipts.

   Laundry and dry-cleaning expenses when traveling outside the continental USA are not reimbursable as the meals and incidentals rates (for outside the continental USA) include an allowance for these expenses.

10. **Mandatory** fees charged by lodging facilities for items such as room safes.

11. Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on airline flights.

12. For those international flights where additional baggage is warranted, pre-approval must be received from the traveler's supervisor for reimbursement. Mandatory charges assessed by airlines.

13. State or agency-owned vehicle expenses **if** the traveler used personal resources as a result of the fuel card **not** being available or working properly.

    The state issued fuel cards are the required method of payment for gas, car washes, and minor emergency repairs such as oil, wiper blades, and transmission fluid.

14. Fuel for rental vehicle.

15. Business telephone calls when the SLD system is not available. The call must be brief, necessary, and directly related to the business travel of the traveler.

    Brief telephone calls (5 minutes or less) to the office or home to acknowledge arrival at the business location or a change in the business itinerary are considered to be business telephone calls.

16. Traveling with personal care attendant or a client
    a. Personal care attendant* fees and travel expenses as required by a traveler with a disability in order for them to travel.
       i. The same travel policies and regulations that are used for employees are to be used for determining eligibility of the personal care attendant for reimbursement of travel expenses.
       ii. The use of valet services are allowable if traveling without a personal care attendant and the additional assistance is required.

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iii. The maximum reimbursement of fees is determined by each administration's assistant secretary or designee.

b. Client expenses (meals, recreation costs, etc.) of less than $50 per item, as evidenced with a receipt, when submitted in addition to the traveler's own trip expenses.

For the purpose of this policy, client refers to those individuals in the care or custody of DSHS.

**Non-contracted* personal care attendant travel expenses and fees are reimbursed to the traveler through TEMS. It is then the responsibility of the traveler to reimburse their attendant.
**Contracted* personal care attendant travel expenses are reimbursed to the traveler through TEMS and the personal attendant fees are reimbursed to the traveler by the program outside of TEMS (e.g., through the client services payment system).

B. Prescribed purchasing and payment processes must be used to pay for registration fees, and other miscellaneous travel expenses in excess of $50, whenever possible.

C. Receipts specifically required by policy, and paper or electronic receipts for miscellaneous expenditures in excess of $50 (per item, per day, plus any applicable tax), must be submitted to receive reimbursement, except for the following items when a receipt is not available:

1. Day parking fees.

2. Transit fares, ferry fares, bridge and road tolls.

3. Taxi, shuttle, Lyft, Uber and limousine fares when necessary and on official state business.

4. Telephone calls where it is necessary to use a coin box telephone, or where the telephone call cannot be charged to the traveler's office telephone extension.

D. Miscellaneous travel expenses not essential to the transaction of official state business are not reimbursable to the traveler. Non-reimbursable expenses include, but are not limited to:

1. Alcoholic beverage expenses.

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2. Valet services, entertainment expenses, radio or television rental, and other items of a similar nature.

3. Taxi fares, Lyft fares, Uber fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-state business locations.
   a. Non-state business location examples include: travel to and from restaurants, supermarkets/stores, gyms, etc.

4. Costs of personal trip insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance), and medical and hospital services.

5. Personal telephone calls.

6. Any tips or gratuities associated with personal expenses.

7. Out of pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include service charges for the delivery of fuel, retrieval of keys from locked vehicles, jump starting vehicles, etc.

8. Tolls associated with the use of high occupancy toll (HOT) or express lanes.

9. Out-of-pocket costs for parking tickets, moving violations, damages, insurance deductibles, and maintenance costs relating to privately owned vehicles used on official state business.

10. Out-of-pocket costs for parking tickets and moving violations relating to state owned vehicles used on official state business.

E. If the traveler requires a reasonable accommodation due to a disability for (work related) travel that would require an exception to travel policies, they will need to work with their supervisor or manager and human resources prior to travel expenses being incurred.

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[i] Updated links to APs in new SharePoint.
[ii] Housekeeping update to clarify language for out of pocket costs.
[iii] Housekeeping update to links and community compensation participant.
[iiii] Fixed and removed broken links throughout, updated signature block.