

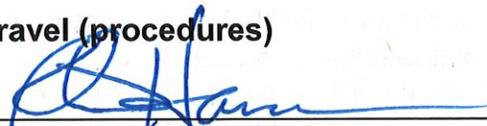
WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

PROCEDURE: 6213P

DATE: May 11, 2018

SUBJECT: **Travel (procedures)**

Approved by:


Rick Hauan, Executive Director

Purpose

To define CDHL's travel policies and expectations. Refer to [RCW 43.03](#) for state of Washington travel statutes and to the State Administrative and Accounting Manual (SAAM), [Chapter 10](#), for state of Washington policies and procedures.

WHO MUST COMPLY WITH THESE PROCEDURES

The following persons must comply with all applicable laws, policies and procedures for the State of Washington and CDHL:

- All CDHL employees and volunteers, unless otherwise provided by law.
- All CDHL Board members shall comply with [SAAM 10.70](#), Boards, Commissions or Committees.
- Persons, other than CDHL employees, whose travel expenses are authorized by statute, but the statute is silent as to amount.
- Contractors, unless there are specific contractual arrangements modifying travel reimbursement.

These rules may be used as a guideline for payment of legally authorized travel expenses for students and other clients of the CDHL. ([SAAM 10.10.05](#))

AGENCY RESPONSIBILITIES

The Executive Director or designee is responsible for directing travel and approving reimbursement, and to:

1. Ensure that travel costs incurred are:
 - a. Directly work related,
 - b. Obtained at the most economical price, and
 - c. Both critical and necessary for state business
2. Exercise prudent judgment in approving travel-related costs.

3. Establish an effective system for management and control over travel-related costs. This system should include:
 - a. Written internal policies and procedures which cover the items required in this chapter.
 - b. Authorization or approval of travel costs by the Executive Director or authorized designee.
 - c. Clearly defined roles and responsibilities to include the level(s) to which the Executive Director responsibility has been delegated.
 - d. Periodic review of airline ticket purchases to ensure compliance with Subsections [10.50.40](#) and [10.50.45](#) of the SAAM manual.
 - e. The amount of time the agency requires for advance approval of meal costs at meetings, conferences, conventions, and training sessions.
 - f. A prohibition to pay parking citations, or infractions received by drivers authorized to operate vehicles on state business. Payment of fines or citations is solely the personal obligation and responsibility of the driver and NOT a qualified reimbursable obligation of the employing agency. Refer to Subsections [10.10.15](#) and [10.20.20](#).
4. Ensure travelers are not treated differently under like travel circumstances.
5. Ensure the agency uses the procurement methods required in [SAAM Chapter 10](#) and maintains an accountability record for all state travel charge card systems it or its travelers are issued.

TRAVEL AUTHORIZATION

CDHL maintains a positive control over travel. A traveler must have prior approval to be eligible to travel and to be reimbursed for travel expenses.

Out-of-State Travel

Travel anywhere outside the boundaries of the state of Washington is to be considered out-of-state and should be coded as out-of-state travel. However, with respect to the requirement for prior authorization of out-of-state travel in Subsection [10.10.50](#), travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state.

Out-of-state travel **requires** pre-approval by the Executive Director or his designee authorization form accompanying form to these procedures. .

****The following requirements apply to approval of all official CDHL travel****

Authority to approve all travel and have access to agency travel sites (i.e. Easy Biz, Enterprise)

CDHL employees holding the following titles are authorized to approve all travel for subordinates:

- Executive Director
- Superintendent
- Director of Business Operations & Technology
- Director of Human Resources
- Director of Outreach (Birth to 5)
- Director of Outreach (6-21)
- Executive Assistant

Administrators identify appropriate travel.

- For an employee, appropriate travel is official CDHL business away from the employee's official station.
- Appropriate travel results in some benefit to CDHL.

Administrators are to exercise prudent judgement when approving travel-related costs. ([SAAM 10.10.10](#))

Administrators are to ensure that any travel costs incurred are:

- Directly work related,
- Obtained at the most economical price, and
- Both critical and necessary for state business ([SAAM 10.10.10](#))

Administrators are to ensure that travelers are not treated differently under like travel circumstances. ([SAAM 10.10.10](#))

Criteria

An approving administrator must use the following criteria when authorizing a person to travel on official state business and determining travel alternatives:

- *Economical*
 - Administrators and travelers are to select the travel alternative that is most economical to the state. Agencies must use this criterion except in the situations noted below under "Advantageous".

All costs, e.g., travel, labor, should be considered when making the determination. For example: Is it less expensive to drive than fly out of Spokane Airport? Is it cheaper to fly out of Spokane than out of Pullman?

Advantageous

Administrators and travelers are to select the travel alternative that is most advantageous to the state. An agency may use this advantageous criterion only in the following situations:

- To ensure the health and safety of agency travelers
- To comply with the Americans with Disabilities Act
- To process approval for meals with meetings ([SAAM 70.15](#))
- To authorize the use of privately owned motor vehicles ([SAAM 10.50.20](#))

The personal travel plan of the traveler are not to influence this criterion.

Alternatives to Travel

Before approving travel, an administrator is to evaluate travel alternatives that may achieve the same result for less money, i.e., teleconferencing, video conferencing, mailing video recordings or published reports, reducing the frequency of scheduled out-of-town meetings, carpooling, or use of public transit. ([SAAM 10.10.25](#))

Limit Numbers

The number of sponsored travelers attending a meeting should be the minimum necessary, consistent with the benefit to CDHL.

TRAVELER'S RESPONSIBILITIES

A traveler on official state business is responsible for the following: ([SAAM 10.10.15](#))

Regulations

Being familiar with state and agency travel and transportation regulations before embarking on travel.

Prudent Judgment

Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel are not acceptable.

Personal Preference

Paying any excess costs and any additional expenses incurred for personal preference or convenience.

Prompt Return

Returning as promptly as possible to either the official station or official residence when the state business is completed.

Prior Authorization

Securing prior authorization for travel when required. (SAAM [10.10.50](#))

TRAVEL REIMBURSEMENT PRINCIPLES

Travelers may be reimbursed for the following types of expenses incurred on official state business subject to the requirements and restrictions of this chapter. ([SAAM 10.20.10](#)) and [SAAM 10.70.20](#) (boards, commissions and committees).

Lodging

The actual cost of lodging up to a specified maximum. Original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments. Refer to Section [10.30](#) and [SAAM 10.70.20](#) (boards, commissions and committees).

Meals for CDHL Employees and Volunteers

The allowable rate for meal reimbursement, refer to Subsection [10.40.30](#). Criteria has been established for meal reimbursement when employees have official business that takes them away from their official duty station for the entire duration of their regular scheduled shift plus three hours. Reimbursement must meet the mealtime criteria below and the allowance shall not exceed the maximum allowable per diem rate for their final destination. Additionally, a traveler must be in travel status during the entire meal period. Submission of reimbursement should be made using a Travel Expense Voucher form with accompanying supporting documentation.

Travel Advances

An agency may make a travel expense advance, up to 75% of allowable estimated travel costs, to defray some costs the traveler may incur while traveling on official state business away from the official station or residence, refer to [SAAM 10.80.60](#).

REIMBURSABLE TRANSPORTATION COSTS

Reimbursable [transportation expenses](#) include the costs of all necessary [official state business](#) travel on railroads, airlines, ships, buses, private motor vehicles, and other usual means of conveyance.

Reimbursement for privately-owned motor vehicle use

The agency head, or authorized designee, may authorize the use of a privately-owned vehicle (POV) in the conduct of [official state business](#) when it is more [advantageous](#) or [economical](#) to the state that a [state driver](#) travel by a POV rather than a common carrier or a state-owned or leased motor vehicle. The state motor pool may provide cost comparison data to agencies as one guideline for assisting in making such a determination.

Agencies, as part of their required positive system of control over travel, may adopt and use other guidelines for satisfying the "more advantageous or economical" criteria contained in RCW [43.03.060](#). Refer to Subsection [10.10.20](#).

Reimbursement for the use of a privately owned motor vehicle on official state business is to be at the private vehicle mileage reimbursement rate specified in Subsection [10.90.20](#) (PDF file) unless the [agency](#) chooses a lesser rate.

Point-to-point mileage in the state is to be determined on the basis of the distances shown on the latest Department of Transportation Official State Highway Map or other standard highway mileage guide. **Out-of-state** mileage is to be determined on the basis of standard highway mileage guides.

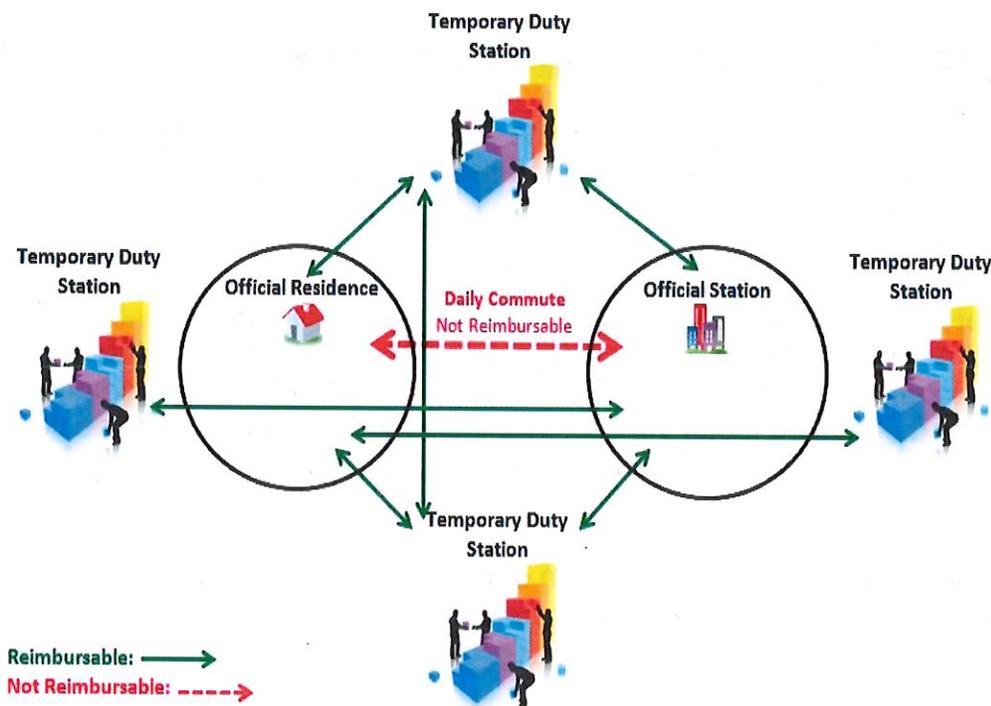
"Vicinity" or local miles, as determined by odometer readings, may be shown on the Travel Expense Voucher (form A20-A or form A20-2A) as a separate figure.

Agencies may elect to reimburse either in-state or out-of-state mileage, or both, on actual odometer readings. Agencies choosing to use actual odometer readings as the mileage reimbursement basis are not required to distinguish vicinity miles from point-to-point mileage.

Restrictions on reimbursement for privately-owned motor vehicle use

Daily commute transportation expenses between the traveler's **official residence** and **official station** (or agency approved teleworking site) is a personal obligation of the traveler and is not reimbursable by the state. All other miles driven on official state business are reimbursable.

The following diagram depicts reimbursable and non-reimbursable privately owned vehicle (POV) mileage.



Following are general guidelines and examples of POV mileage reimbursement:

- An employee may be eligible for mileage reimbursement between their official residence and official station only when the travel is in addition to their daily **commute**, and the additional travel is required for business purposes and approved by the agency. Mileage would never be paid due to a call back, split shift, or on-call situations, as this would be considered the employee's normal commute.
- Mileage reimbursement may be given when an employee passes directly through their official residence or official station.

For example: Travelers **may** be reimbursed for miles driven between their official residence and a temporary duty station even when the traveler passes through the official station on the way to and from the temporary duty station.

- Working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official station.

Example: An employee works 10 hour days Monday through Thursday and has Fridays off. The employee is required to come into the office on Friday to take care of an emergency. The employee leaves from home and travels to the office to take care of the emergency and returns home. The employee is not entitled to mileage reimbursement, since the trip is considered the employee's normal commute.

- When an employee is assigned to work at more than one location (building) within their official station, they may be reimbursed only for the miles driven between the work locations. The mileage from home to the additional work/training location is not reimbursable if it is in the same city as the official station.

Example: An employee's official residence is in Lakewood and official station is in Olympia. The employee travels from home directly to training in Olympia. After training the employee goes by the office in Olympia to do some work before returning home. The miles driven between Lakewood and the training center in Olympia are considered the normal commute and therefore not eligible for reimbursement. However, the miles driven between the work/training locations and work are reimbursable.

Because of the potential of misuse in this area, agencies are cautioned to strictly adhere to Section **10.10**, Travel Management Requirements and Restrictions. Agency written internal policies and procedures are to be established to ensure **all** claims for personal vehicle mileage are for travel that is **both critical and necessary** for state business.

Reimbursement for the use of a privately-owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

Restrictions and requirements on rental motor vehicle use

Rent motor vehicles from rental firms approved by the Department of Enterprise Services (DES) using the state charge card system.

The state charge system or the traveler's personal financial resources may be used to obtain the rental motor vehicle. For contract reporting purposes, management should notify DES with the details when personal resources are used.

When the traveler is billed individually and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipts as required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments for the costs to the Travel Expense Voucher (form A20-A, or form A20-2A if applicable) or reference the file location. Record the date and purpose of the trip on the Travel Expense Voucher. For contract reporting purposes, agency management should notify DES with the details related to individual reimbursement.

Passengers may be transported in rental motor vehicles if they are engaged in the conduct of official state business and/or specifically authorized by the executive director or his his/her designee.

The state contract for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

Since the use of rental motor vehicles makes it difficult to segregate charges between official use and occasional incidental personal use, the agency head or authorized designee is to establish written internal policies in accordance with Subsection [10.10.10](#) to guard against abuse and require the traveler to pay for all personal miles driven.

The state contract for rental of motor vehicles usually **includes** full insurance coverage. The state will not reimburse travelers for the cost of additional insurance coverage purchased on state contract vehicle rentals.

TYPES OF TRAVEL COSTS NOT ELIGIBLE FOR REIMBURSEMENT

Non-state Reimbursement of state travel

State travelers are not to be reimbursed more than the actual expenses of travel except for meals which can be reimbursed on an allowance basis as listed in Subsections [10.90.10](#) and [10.90.20](#).

Travel-related costs NOT reimbursed

The following types of travel-related costs **shall not** be reimbursed:

- Alcoholic beverage expenses.
- The cost of the daily [commute](#) between the traveler's [official station](#) (or telecommuting site) and [official residence](#). For details on mileage that can be reimbursed, refer to Subsections [10.50.20](#) and [10.50.25](#).
- Certain travel expenses are considered as personal and not essential to the transaction of [official state business](#). Such non-reimbursable expenses include, but are not limited to:
 - Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled person under the provisions of Section [10.60](#).
 - Entertainment expenses, radio or television rental and other items of a similar nature.
 - Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-state business locations.
 - Costs of personal trip insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance), and medical and hospital services.
 - Personal telephone calls. Agencies are to define business telephone calls as part of its system for management and control over travel as required in Subsection [10.10.10](#). Business telephone calls are defined as those calls that are directly work related and are critical and necessary to conducting official state business.
 - Any tips or gratuities associated with personal expenses such as those listed here.
 - 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 when the lights have been left on, etc.
 - Tolls associated with the use of high occupancy toll (HOT) lanes.
 - Fines from appropriate jurisdictions for all parking tickets, citations or infractions received while operating a vehicle on state business (privately owned vehicle, rental vehicle or state owned vehicle). Payment of fines and citations under these circumstances is the **sole obligation and responsibility of the traveler** and will NOT to be reimbursed or paid by the state. Refer to Subsection [10.10.15](#).
 - Reimbursement for use of a privately owned vehicle when a state owned vehicle is available for use. Additionally, when CDHL is providing transportation to an event and an employee chooses a different mode of transportation, they will not receive reimbursement. ([SAAM 10.50.20](#))

REIMBURSEMENT FOR MEALS AND LODGING

Reimbursement for meals and lodging shall not exceed the maximum allowable per diem rate for that location, unless:

- An exception is specifically provided by statute, or
- Authorized by Subsection [10.30.20](#), Subsection [10.30.25](#), or Subsection [10.40.20](#).

The maximum allowable per diem rates for the [Continental USA](#), [Non Continental USA](#), and [Foreign](#) locations are found in Subsections [10.90.10](#) and [10.90.20](#).

Either original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments.

Exceptions to the maximum allowable lodging rates

In the following situations, the maximum allowable lodging amounts may not be adequate and the agency head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem (lodging and meals) amounts listed in Subsections 10.90.10 and 10.90.20. The agency head or authorized designee approval must be made in advance of the travel.

- When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- When costs in the area have escalated for a brief period of time either during special events or disasters.
- When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.
- To comply with provisions of the Americans with Disabilities Act (refer to Subsection 10.10.40), or when the health and safety of the traveler is at

risk (refer to Subsection 10.10.35).

- When meeting room facilities are necessary and it is more **economical** for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

In the following situations, the agency head or authorized designee may approve payment of lodging expenses in excess of 150% of the applicable maximum per diem amount for the location. The agency head or authorized designee approval must be made in advance of the travel.

- The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in addition to scheduled events; AND
- It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; AND
- The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher or its file location referenced. The form of documentation is defined by each agency.

MISCELLANEOUS TRAVEL EXPENSES

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

- Transportation services including; taxi, shuttle, limousine fares, town car, Uber and Lyft, (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls. However, as noted in Subsection 10.20.20, tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and **not** reimbursable.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Rental of room in a hotel or other place that is used to transact official state business. The room rental is reimbursable as a separate item from lodging when authorized by the agency head or authorized designee.

- Charges for necessary facsimile (fax) services.
- Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the agency head or authorized designee.
- The actual cost of laundry and/or dry cleaning expenses, **as evidenced by a receipt**, is authorized for travelers in continuous travel status for five (5) or more days in the continental U.S.A. Either original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments. An allowance is already included in the meals and incidental rates for travel outside CONUS (refer to Subsection 10.20.10). Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher (form A20-A) (refer to Subsection 10.80.40).
- **Mandatory** destination or resort fees charged by lodging facilities for items such as room safes, premium high speed internet access, long- distance phone calls, laundry credit, or food and beverage credit. (Note: total lodging reimbursement must comply with requirements detailed in section 10.30).
- Fees charged for internet access required in connection with state business travel.
- Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights.
- As part of their system for management and control of travel related costs, agencies shall define the circumstances under which charges for transportation of equipment and materials required to perform state business are reimbursable as a miscellaneous travel expense.
- Charges for GPS devices required in connection with state business travel to ensure timely arrival of the business destination.

STATE VEHICLE USE OF "GOOD TO GO!" PASSES

Agencies should use *Good To Go!* passes on state vehicles when it makes good business sense to do so. Factors that should be considered include:

Frequency of travel of a vehicle over tolled bridges;

Costs associated with non use of passes including increased employee

travel time and higher toll rates; and

Costs/savings associated with use of passes including initial purchase costs, reduced employee travel time, and lower toll rates.

Agencies should actively manage/monitor their *Good To Go!* account. When replenishing the account, agencies should not exceed one month's estimated usage and may not auto-replenish accounts. To avoid higher toll rates and fees associated with toll billings, agencies should maintain a positive balance in their *Good To Go!* account.

Use of High Occupancy Toll or Express Toll lanes in state vehicles

Except as otherwise authorized in law or regulation, state owned vehicles shall utilize the High Occupancy Toll (HOT) or Express Toll lanes only when they meet the posted high occupancy vehicle (HOV) requirement. If the state vehicle is equipped with a *Good To Go!* pass, a pass disabling device must be used. The Washington State Department of Transportation (WSDOT) maintenance vehicles servicing the corridor are exempt from the posted HOV requirement.

Board of Trustees

The CDHL Board of Trustees is a class 3 rule-making capacity board.

Meal and lodging reimbursement for members serving in a rule-making capacity

This section addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in a rule-making capacity. This encompasses individuals serving on:

- A **Class Two, Three, Four, or Five board**, commission, or committee established in RCW [43.03.230](#), [43.03.240](#), [43.03.250](#), or [43.03.265](#) respectively.
- **Other** – Any part-time board, commission, council, or committee not covered by RCW [43.03.230](#), [43.03.240](#), [43.03.250](#), or [43.03.265](#), but established by either the executive, legislative, or judicial branch to participate in state government. These members have rule-making authority, perform quasi-judicial functions, have responsibility for the administration or policy direction of a state agency or program, or perform regulatory or licensing functions with respect to a specific profession, occupation, business, or industry.

Except as otherwise provided by law, members who are entitled to reimbursement are to be reimbursed for meals and lodging as follows:

Class Two, Three, Four, and Five Boards

Individuals serving on either a Class Two, Three, Four, or Five board, commission, council, or committee are to be reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees,

unless specifically provided otherwise in statute. These individuals should claim reimbursement on a Travel Expense Voucher (form A20-A).

Others

Individuals serving on any part-time board, commission, council, committee, or other group of similar nature not covered by RCW's [43.03.230](#), [43.03.240](#), [43.03.250](#) or [43.03.265](#), are to be reimbursed under one of the following two options:

Option 1

For travel in non-high cost areas of the [Continental USA](#), reimburse members for meal and lodging expenses at the **daily**, non-high cost per diem rate displayed in Subsection [10.90.20](#) (PDF file) for each day or portion thereof spent to conduct board, commission, council, or committee business.

For travel in [high cost](#) areas of the Continental USA or in all areas outside the Continental USA, reimburse members for meal and lodging expenses at the **daily** maximum allowable per diem rate for the location for each day or portion thereof spent to conduct official business. Per diem rates for these locations are contained in Subsection [10.90.10](#).

Under this option, members attending meetings and performing other official business are considered to be in travel status and the three hour rule (Subsection [10.40.50](#)) and official station rule (Subsection [10.30.40](#)) do not apply. An internal travel policy is required for agencies that use this option.

Individuals should submit claims for reimbursement on a Travel Expense Voucher designed for members of boards and commissions (form A20-2A) after the travel has occurred.

Meal and lodging expense reimbursement under Option 1 does not meet the requirements of an accountable plan as defined by the Internal Revenue Service and is subject to federal employment taxes.

Subsection [10.30.20](#) (Exception to the Maximum Allowable Lodging Amounts) may not be used in cases where individuals paid under this option are attending board meetings.

DEFINITIONS

- **Departure from Official Station** - If travel to a destination for the traveler's own convenience is in advance of the necessary time for arrival, no reimbursement for additional meals or lodging costs shall be paid to the traveler for extra field time incurred. (SAAM 10.20.40b)
- **Return Trip** - Employee's will return as promptly as possible to either their official station or official residence when state business is completed. (SAAM 10.10.15) If a

traveler remains at the destination following an official meeting or other work assignment for the traveler's own convenience, no reimbursement for additional meals or lodging costs shall be paid to the traveler for the extra field time incurred. (SAAM 10.20.40c) Agencies may authorize extra field time if it can be demonstrated that there is a direct savings to the state. (SAAM 10.20.40e)

- **Personal/Vacation Time** – Employees are allowed to couple personal/vacation time with official state business as long as the following three conditions exist. (1) The primary purpose of the trip is official state business. (2) The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip. (3) The state agency does not incur any extra expenses beyond what it would normally. (SAAM 10.20.40d) Any additional expenses incurred will be paid by the employee.
- **Normal Return Night (defined)** - That night of travel on which it was anticipated prior to the trip the traveler would return either to the official duty station or official residence after the completion of official state business.
- **Estimated Return Time** - Per diem will be paid until the traveler returns to their official residence or official station on the "normal return night". (SAAM 10.30.50a) When travel is extended beyond the "normal return night" or the return from city changes due to personal/vacation time, per diem for the return trip will be estimated as accurately as possible based on travel times to the official destination and the time state business was concluded.
- **Bordering States** – Travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state.

Legal References:

- Chapter 10 of the State Administrative & Accounting Manual (SAAM).
<http://www.ofm.wa.gov/policy/10.htm>

