

# TRAVEL WORKSHOP

10.26.2023

*Small Agency Financial Services*

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# AGENDA

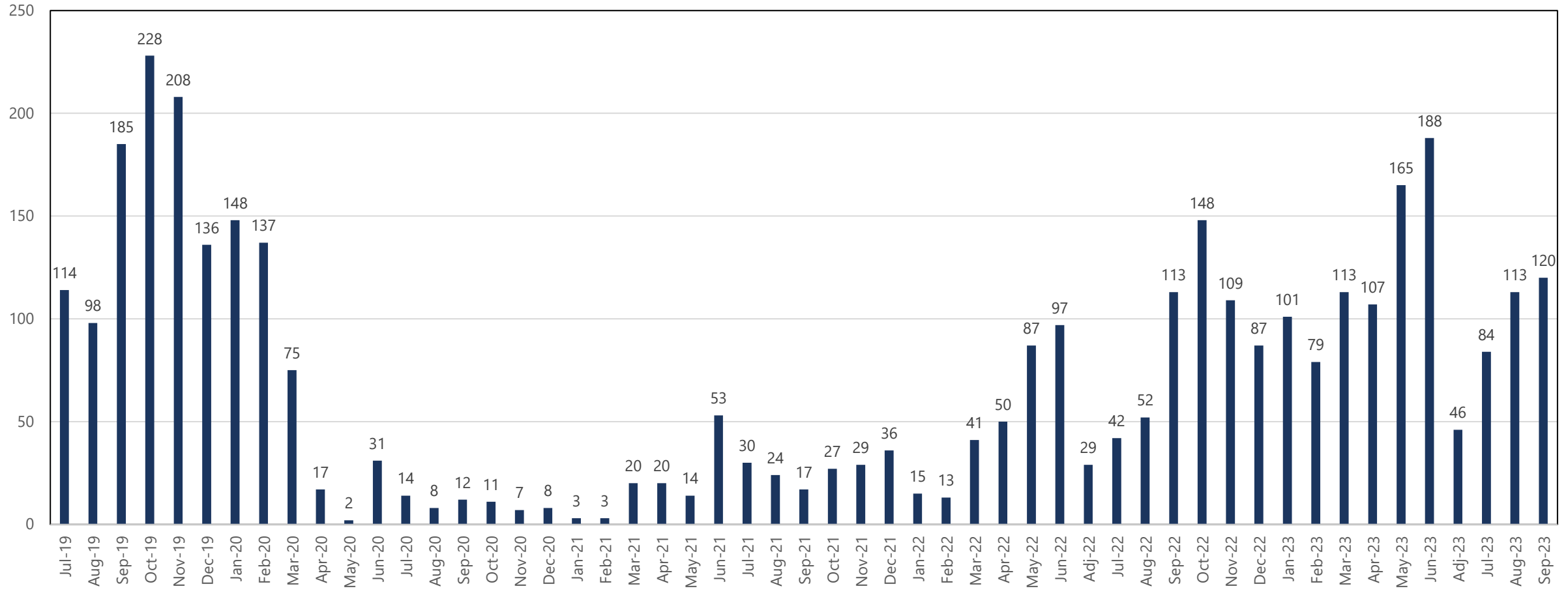
- Travel Volume Stats
- SAAM Travel Policy Review
- TEMS Demonstration
- Meals With Meetings & Light Refreshments
- Telework & Travel
- Q&A



# TRAVEL TRENDS



Travel Requests

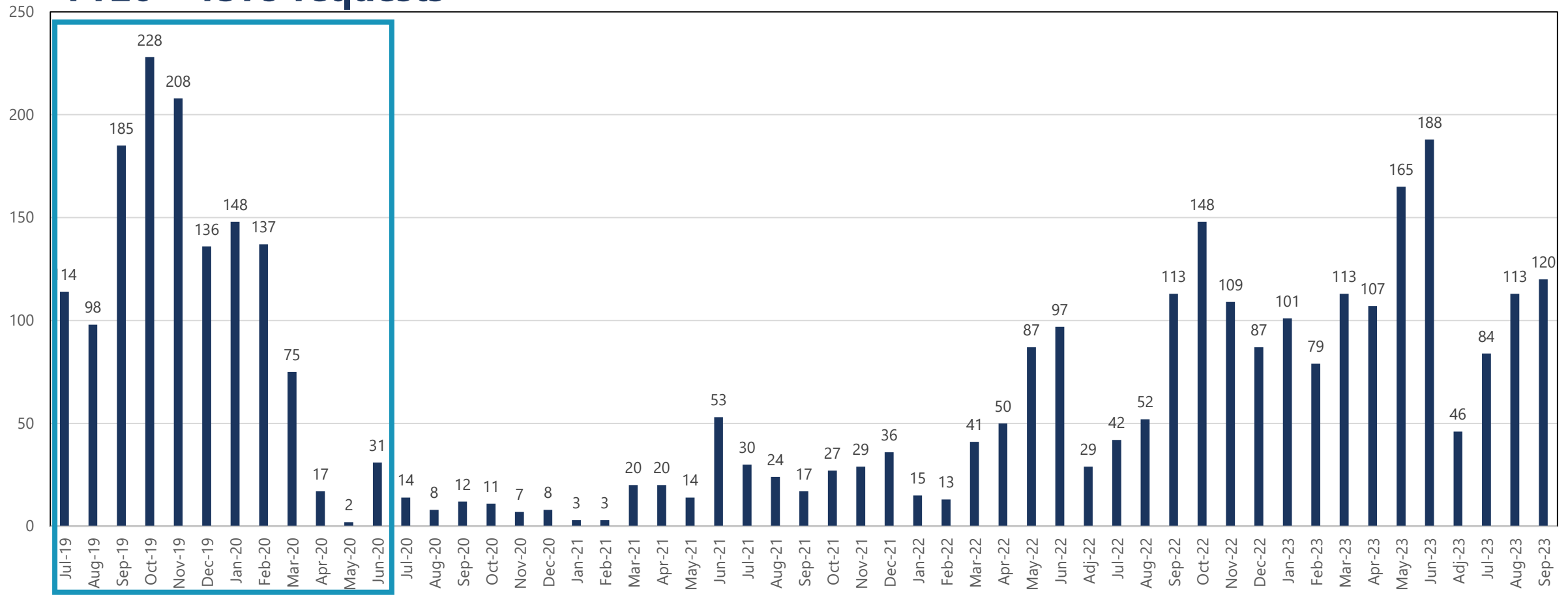


# TRAVEL TRENDS



## FY20 – 1379 requests

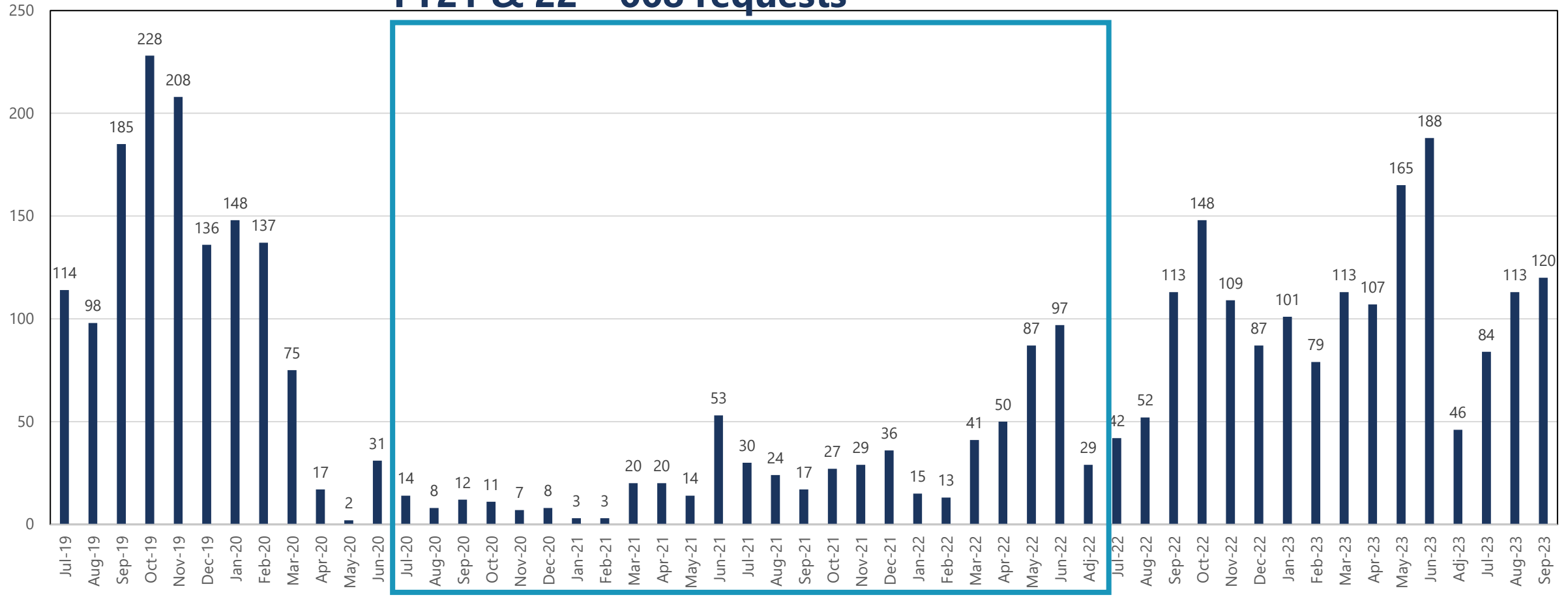
### Travel Requests



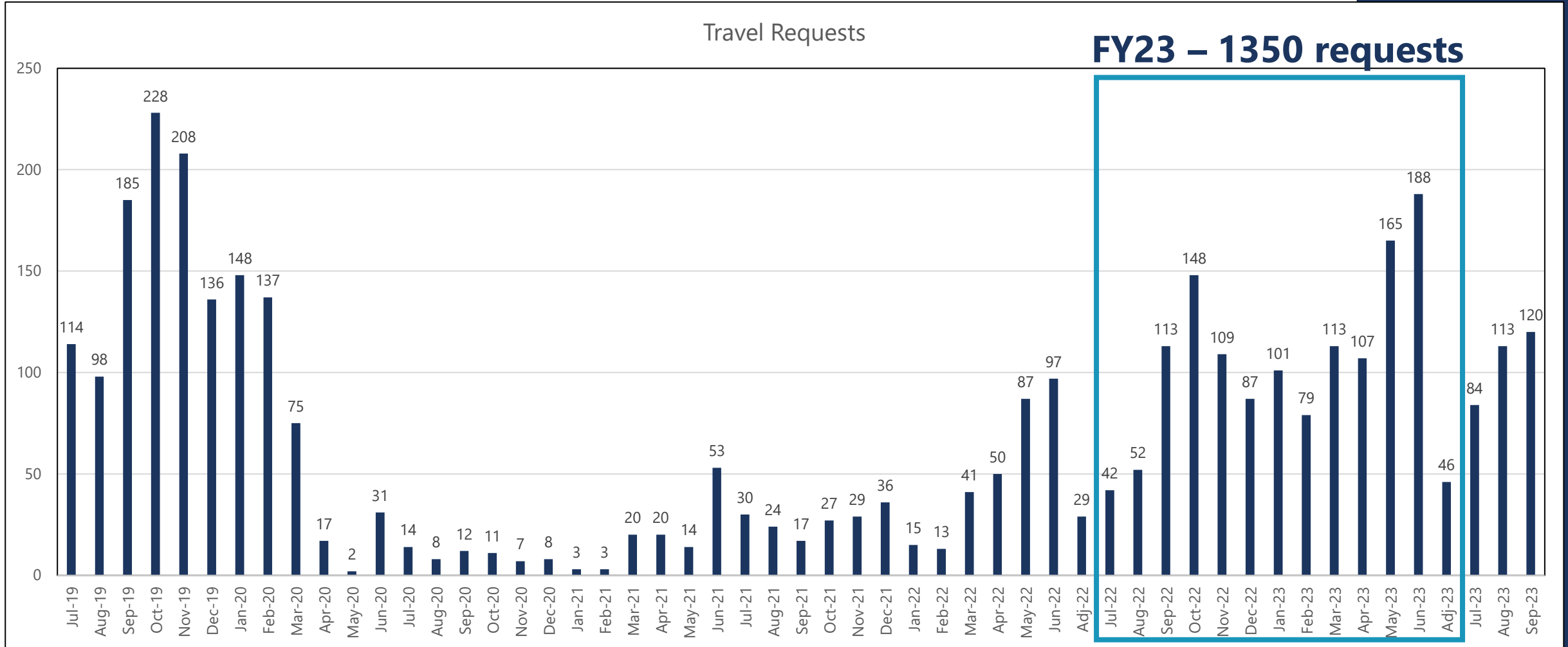
# TRAVEL TRENDS



## FY21 & 22 – 668 <sup>Travel Requests</sup> requests



# TRAVEL TRENDS



# SAAM TRAVEL POLICY REVIEW

*POLICY, RATES, AND RULES*



# GENERAL INFORMATION

## *SAAM CHAPTER 10*

- SAAM Chapter 10 contains all statewide travel rules
- OFM develops and maintains these rules
- Agencies, travelers, and approvers have responsibility for complying with these rules
- SAFS accounts payable is responsible for processing travel reimbursement payments, maintaining accounting records, and spot-checking compliance with SAAM rules
- Compliance with Chapter 10 travel is highly audited





# LODGING REIMBURSEMENTS

*SAAM 10.30*

**10.30.10.a:** Lodging receipts are required for reimbursement.

**10.30.20:** If adequate lodging rates are not available, and the listed exceptions are met, agency can approve (prior to travel) rates that exceed the maximum per diem.

**10.30.30.a:** Lodging per diem rate covers the basic room cost, resort/amenity fees, cleaning fees, and service fees. Lodging taxes are reimbursable beyond the maximum per diem.

**10.30.30.b:** Lodging must be more than fifty miles away from the closer of either official residence or official station.



# LODGING RESERVATIONS

*NASPO VALUE POINT*

**<https://us.travelctm.com/naspo/>**

The NASPO ValuePoint Travel Center is for public agencies to meet their travel needs and is designed to be a one stop travel shopping site.

Participating properties offer at or below GSA per diem rates and will not charge certain fees, including resort fees, booking fee, timely cancellation fees, etc.

Register your work email address to receive a login ID in the "Online Booking Tool"



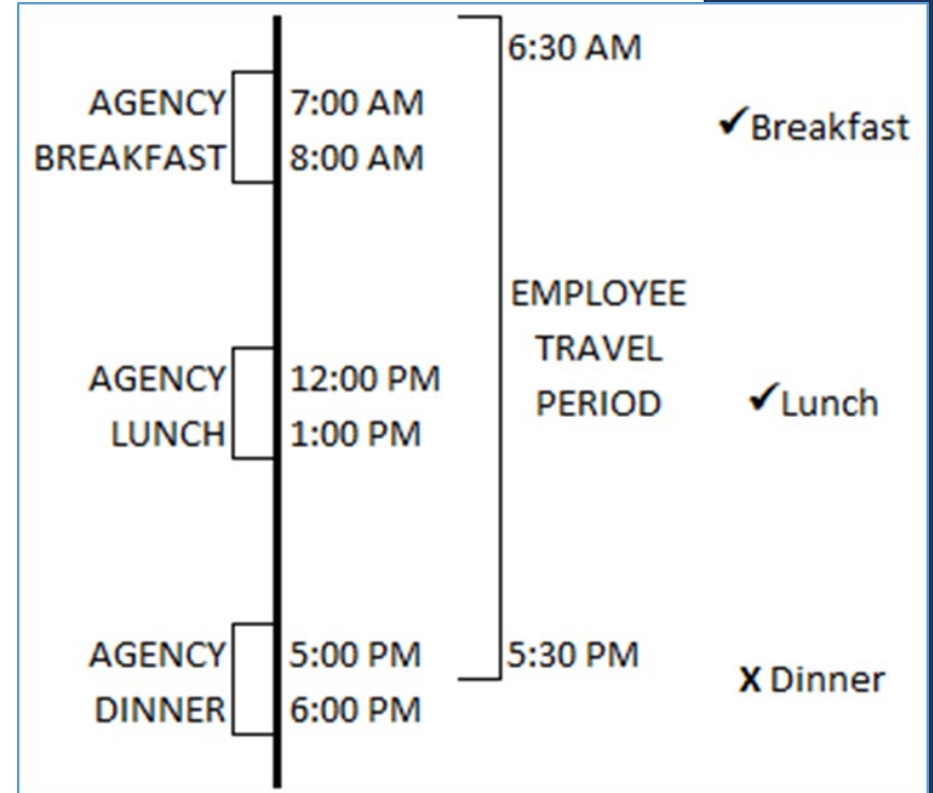
# MEAL REIMBURSEMENTS

SAAM 10.40

**10.40.30:** Meal per diem rates cover the basic meal cost, tax, tips, and incidentals (i.e. – delivery fees).

**10.40.50:** Travelers are eligible for meal reimbursement if they are in travel status for the entire agency defined meal period and:

- when travel includes an overnight stay
- OR
- when travel lasts for 11 or more hours on non-overnight assignments



# MEAL REIMBURSEMENTS – BOARD MEMBERS

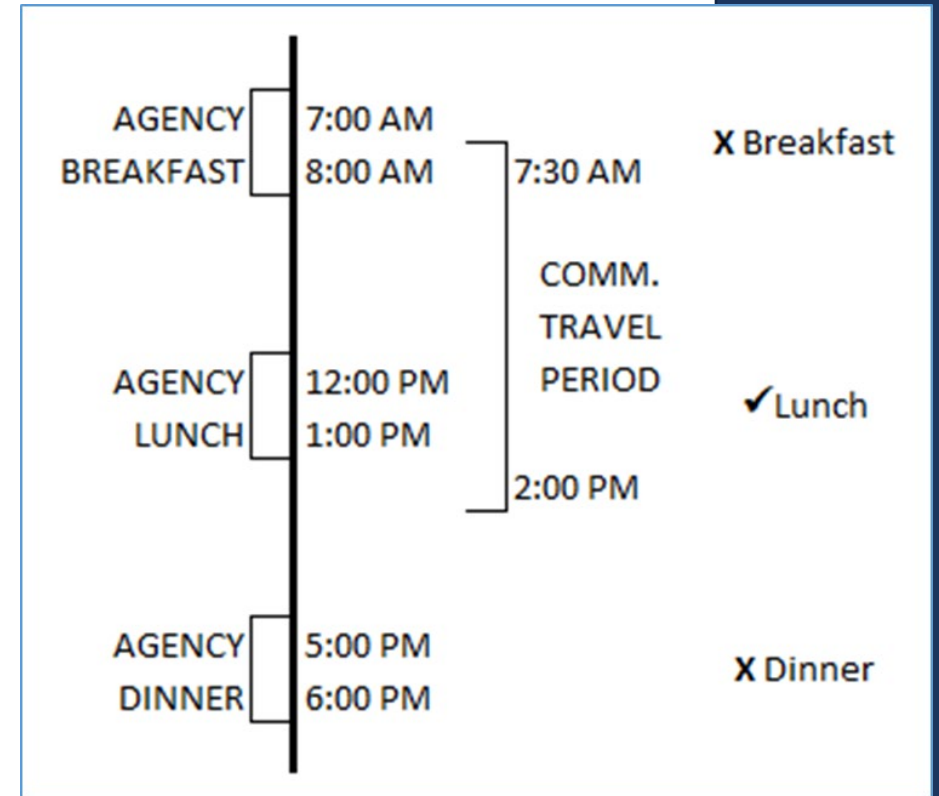
SAAM 10.40.50.B

## Exception to the 11 hour rule:

- *Volunteers, board members, and commissioners* may be reimbursed for meals if they are in travel status for at least *5 hours* on non-overnight assignments
- Agency meal periods still apply

If meals with meetings are provided, no meal reimbursement.

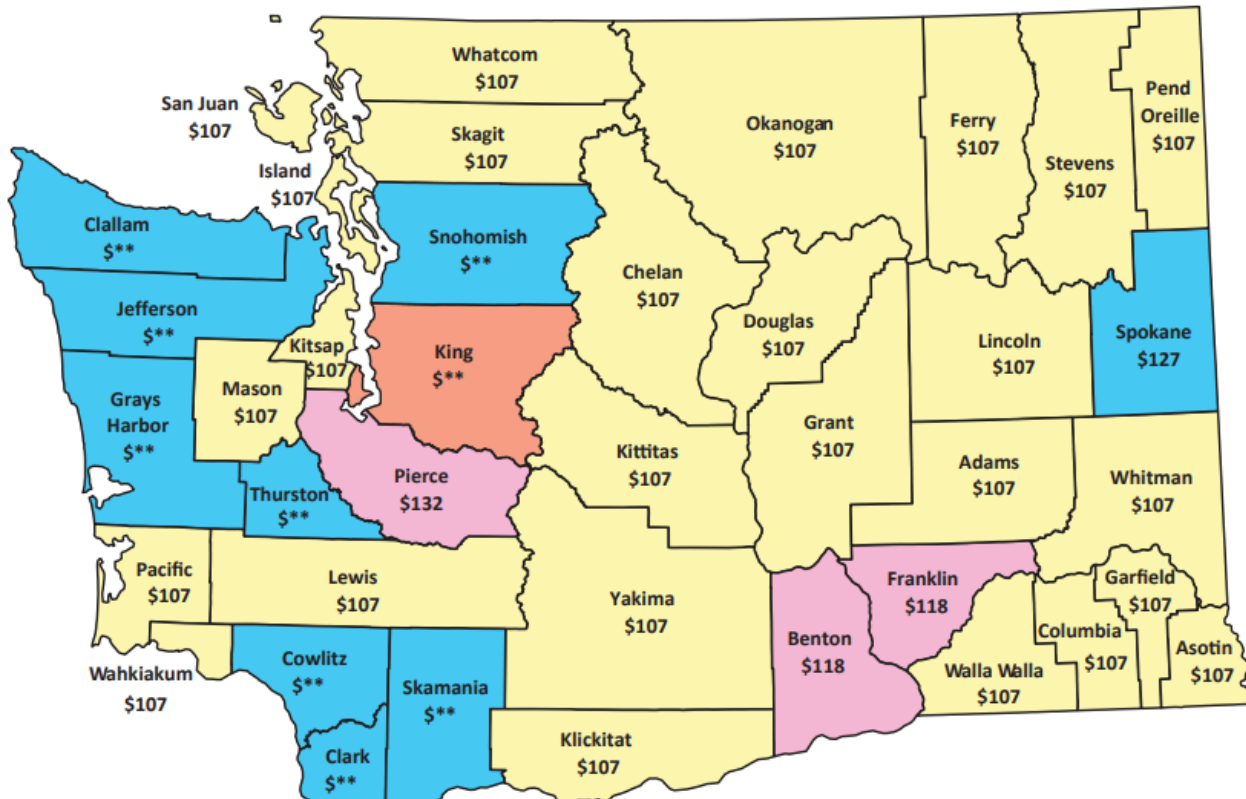
*\*\*This rule does not apply to boards and commissions following the daily or hourly rate.\*\**



# REIMBURSEMENT RATES

SAAM 10.90.20

## Per Diem Rates - As of October 1, 2023



TOTAL	B	L	D
\$59	\$14	\$17	\$28
\$69	\$17	\$19	\$33
\$74	\$18	\$20	\$36
\$79	\$19	\$22	\$38

** Seasonal Lodging Rates for Counties:		
Clark, Cowlitz, & Skamania	06/01 - 10/31	\$182
	11/01 - 05/31	\$152
Clallam & Jefferson	07/01 - 08/31	\$219
	09/01 - 06/30	\$129
Grays Harbor	07/01 - 08/31	\$146
	09/01 - 06/30	\$111
King	05/01 - 10/31	\$232
	11/01 - 04/30	\$176
Snohomish	06/01 - 08/31	\$139
	09/01 - 05/31	\$116
Thurston	09/01 - 10/31	\$132
	11/01 - 08/31	\$153

Out-of-State Per Diem Rates can be determined by using the GSA Rate Finder: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

International Per Diem Rates can be determined using the U.S. Department of State Rate Finder: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

**POV Mileage Rate**  
The privately owned vehicle reimbursement rate is \$0.655 per mile. (effective 1/1/2023)

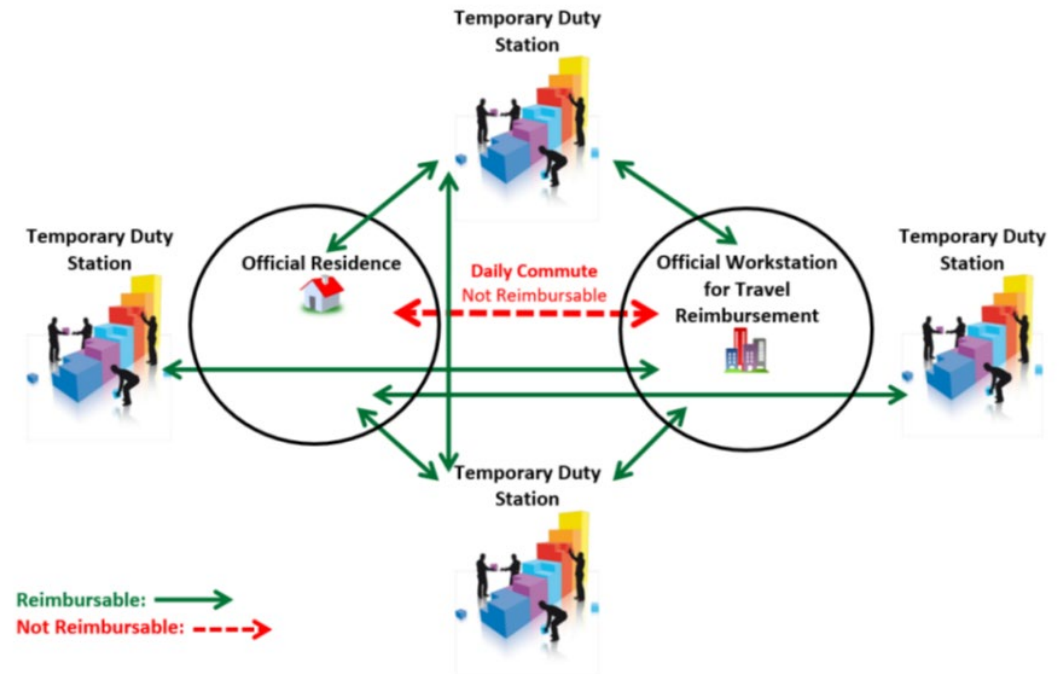


# MILEAGE REIMBURSEMENTS

SAAM 10.50

**10.50.20:** Mileage in a Privately Owned Vehicle (POV) can be reimbursed at the rate specified in 10.90.20 – currently \$0.655 per mile in 2023. The rate changes every January 1st.

**10.50.25:** Daily commute between official residence and official station is not reimbursable – all other miles driven on official state business are reimbursable.



# DEFINING RESIDENCE AND WORKSTATION

<b>Official Residence</b>	Location of primary residence
<b>Official Duty Station</b>	Agency assigned state facility worksite, field assignment city/state, or home-based city/state
<b>Official Worksite *new*</b>	City, town, unincorporated area where the majority of employee's time is spent. Agency determines worksite by considering the nature of the position.
<b>Official Workstation for Travel Reimbursement *new*</b>	Agency chooses "official duty station" or "official worksite"

Definitions paraphrased. See SAAM glossary for full definitions: [Glossary \(wa.gov\)](#)



# MISCELLANEOUS TRAVEL RULES

*SAAM 10.60.10*

## **Reimbursable Expenses:**

- Parking and Bridge Tolls
- Transportation Services (taxis, shuttles, Lyft/Uber, ferries, etc.)
- Event/Registration Fees
- Checked Baggage
- Mandatory lodging fees for internet access





# MISCELLANEOUS TRAVEL RULES

*SAAM 10.20.20*

## **Non-reimbursable expenses:**

- Valet services
- Entertainment expenses
- Seat upgrades
- First class airfare

These types of costs are considered personal preference and cannot be reimbursed.



# RECEIPT REQUIREMENTS

SAAM 10.80.40 & SAAM 10.60

Expense	Any Amount	Over \$50
Hotel	✓	
Laundry/Dry Cleaning	✓	
Rental Car Gas		✓
Conference Reg Fees		✓
Meeting Room Rental		✓
Fax Services		✓
Internet Access Fees		✓
Checked Bags		✓
Overnight Parking		✓
Day Parking		
Bus/Ferry/Bridge Toll		
Taxi/Shuttle/Limo		
Uber/Lyft		
Payphone		

- **Expenses exceeding \$50 should be paid by or billed-to agency if possible.**
- **Send receipts to: [Travel.Safs@des.wa.gov](mailto:Travel.Safs@des.wa.gov)**
- **Include Reimbursement Request ID or Trip ID in email subject line**



# PRIOR APPROVAL

*SAAM 10.10 & 10.30*

**10.10.50:** Out-of-state travel (except neighboring counties)

**10.30.30:** Lodging less than 50 miles from the closer of either the traveler's residence or official station, when one of the following conditions is met:

- To avoid a traveler driving back and forth for back-to-back late night/early morning business
- When the health and safety of the traveler is a concern
- When an agency can demonstrate that staying overnight is more economical to the state



# PRIOR APPROVAL

SAAM 10.30.20

## Lodging over per diem

- *Up to 150% - must meet at least 1 of the 6 exceptions in section (a)*
  - Traveler is assigned to accompany an elected official and required to stay in the same facility
  - Temporary cost escalation in the area during special events or disasters
  - Savings from staying at a different location are consumed by an increase in transportation costs
  - Expected business interaction and maximum benefit will be achieved
  - To comply with ADA provisions, or the health and safety of a traveler is at risk
  - More economical to acquire a suite rather than both a meeting room and a room for lodging
- *Exceeds 150% - must meet all 3 of the exceptions in section (b)*
  - Expected business interaction
  - Maximum benefit will be achieved
  - Lowest available advertised rate



# LODGING OVER PER DIEM CALCULATIONS

SAAM 10.30.20

## Calculating the percentage over per diem:

	Spokane County	Kittitas County	Pierce County
Lodging	\$127	\$107	\$132
Meals	\$74	\$59	\$69
Total	\$201	\$166	\$201
150%	\$301.5	\$249	\$301.5

- In Spokane county hotel base rate under \$127 meets per diem.
- Anything from \$127 to \$301.50 needs only 1 qualifying criteria.
- Over \$301.50 requires all 3 over 150% criteria.



# AIR TRAVEL

*SAAM 10.50.40 TO 10.50.80*

## Statewide Master Contract

- Alaska Air - EasyBiz
- Approved Travel Agents under master contract 02219

## Purchase airfare with agency Charge Card

- Employees/Commissioners must not purchase airfare with personal funds, unless the state charge card system is not available.
- Depending on the circumstances, the reimbursable amount may be capped at the contracted government rate.

## Agency cannot purchase or reimburse:

- Seat upgrades (except ADA accommodations)
- Business or First-Class travel



# TEMS REFRESHER

*USER REQUESTS, TIPS & TRICKS*



# TEMS LINKS

TEMS website:

**<https://tems.ofm.wa.gov>**

New User Request:

**<https://des.wa.gov/services/hr-finance/small-agency-services/small-agency-financial-services/tems-access-request-form>**

- Preparer name & email – only fill out the top section if someone will be preparing TEMS on behalf of the traveler
- Supervisor/manager – this is the traveler's approver
- Approver/preparer – only check YES in these fields if the traveler will be approving or preparing other traveler's requests





# TEMS TIPS & TRICKS

Microsoft Edge and Google Chrome are currently the only browsers that fully support TEMS

Submitting a request is a two step process:

- Create a trip
- Create a reimbursement
  - Attach trip(s) to the reimbursement
  - Send for approval

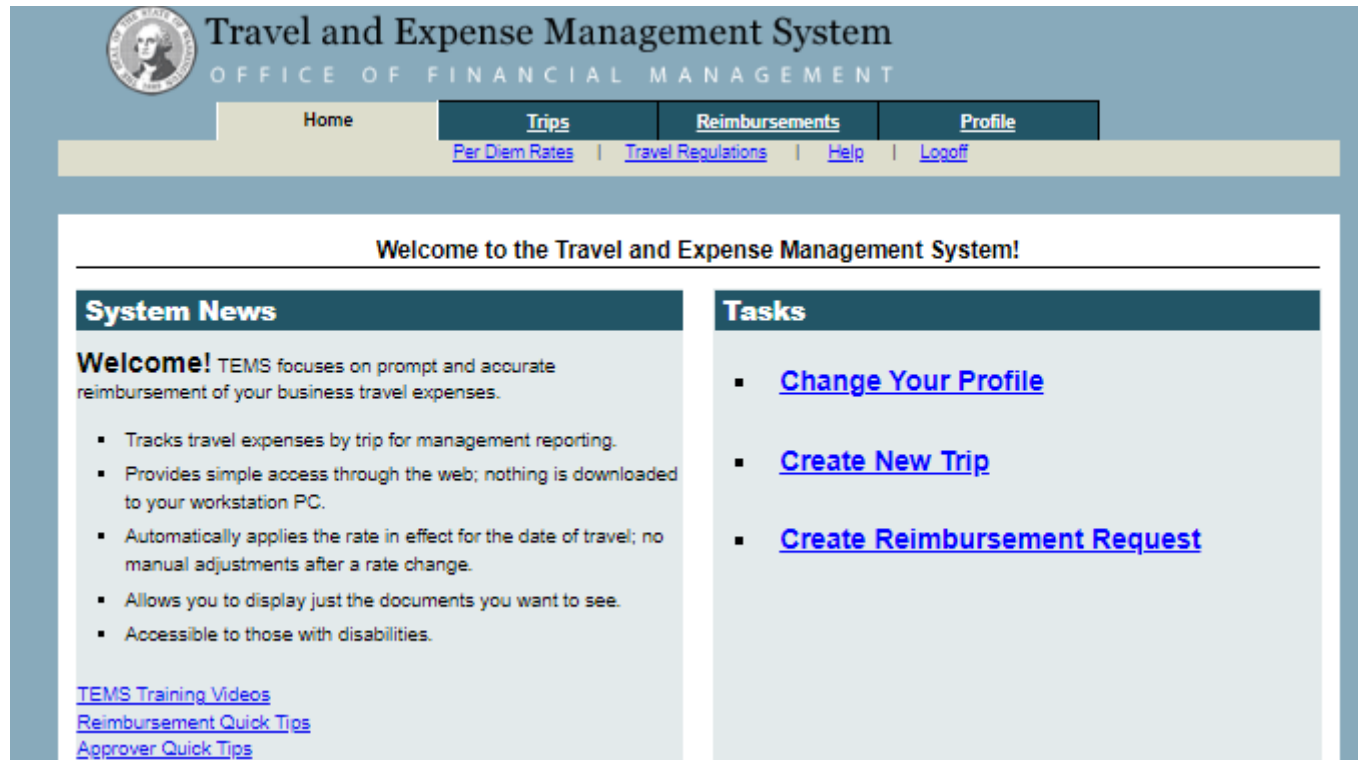
Per Diem rates:

- Washington rates will be auto-filled
- Out-of-state will default to the lowest rate – so be sure to update
- International rates can be manually entered if not available from the drop down



# TEMS LIVE DEMO

How to create a travel reimbursement:



The screenshot shows the TEMS website interface. At the top left is the logo of the State of New Jersey. The main header reads "Travel and Expense Management System" and "OFFICE OF FINANCIAL MANAGEMENT". Below this is a navigation bar with tabs for "Home", "Trips", "Reimbursements", and "Profile". Under the "Reimbursements" tab, there are links for "Per Diem Rates", "Travel Regulations", "Help", and "Logout".

The main content area features a welcome message: "Welcome to the Travel and Expense Management System!". Below this, there are two columns: "System News" and "Tasks".

**System News**

**Welcome!** TEMS focuses on prompt and accurate reimbursement of your business travel expenses.

- Tracks travel expenses by trip for management reporting.
- Provides simple access through the web; nothing is downloaded to your workstation PC.
- Automatically applies the rate in effect for the date of travel; no manual adjustments after a rate change.
- Allows you to display just the documents you want to see.
- Accessible to those with disabilities.

[TEMS Training Videos](#)  
[Reimbursement Quick Tips](#)  
[Approver Quick Tips](#)

**Tasks**

- [Change Your Profile](#)
- [Create New Trip](#)
- [Create Reimbursement Request](#)



# TEMS – APPROVER SIDE

Review Tab – contains reimbursement requests submitted to the approver.



What can/should the approver do in a reimbursement?

- Check for accuracy of travel details
- Ensure travel meets SAAM rules
- Modify anything in the trip
- Reroute the trip back to requestor
- Approve/Deny the trip
- ADD AGENCY EXPENSE CODING
  - Master index, program index, etc

*Any trouble with TEMS, reach out to:  
travel.safs@des.wa.gov*

All fields marked with \* must be completed.

Routing Status: Submitted To (Betty Manager) Reimbursement ID: 785

\* Description: Reimb Trip List grid to scroll

Profile Information

Requestor: Adam A Traveler \* Work Schedule: M-F (Sa-Sp)

Requestor Phone: 360-664-8823 Ext. 101607 \* Official Station: Tumwater

Approver: Betty Manager \* Official Residence: Olympia

Approver Phone: 360-664-8825 Ext. 91207

Reimbursement Trip List

Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Edit
1632	11/21/2007 08:00 AM	11/23/2007 05:00 PM	trip to grandmas house	\$100.88	\$298.00	\$7.58	\$406.46	
1547	11/05/2007 08:00 AM	11/11/2007 06:00 PM	retest bug fix more than one itinerary line for the same date	\$308.49	\$552.60	\$49.99	\$911.08	

Reimbursement Request Total

Mileage Allowance:	\$409.37	Reimbursement Request Total:	\$1,317.54
Per Diem:	\$850.60	Travel Advance:	0.00
In-State:	\$850.60	Reduce Balance to Code:	0.00
Out-of-State:	\$0.00	Reduce Amount Requested:	0.00
Miscellaneous Travel Expense:	\$57.57	Reduce Amount Requested and Balance to Code:	0.00
Reimbursement Request Total:	\$1,317.54	Requested Reimbursement Total:	\$1,317.54

# MEETING BASICS

*MEALS, COFFEE, LIGHT REFRESHMENTS*



# COFFEE & LIGHT REFRESHMENTS

*SAAM 70.10*

Agency policy and procedure is required

**Prior** approval is required for each meeting

Refreshments can be served when:

- Purpose of meeting is to conduct state business or formal training
- Integral part of the meeting
- Receipt(s) for actual costs are retained and submitted with payment
- Meeting takes place away from regular workplace

Boards & commissions may provide coffee/refreshments at official public meetings, including executive sessions.



# MEALS WITH MEETINGS

*SAAM 70.15*

Agency policy and procedure is required

**Prior** approval is required for each meeting. Recurring meetings can be given a single approval.

Meals can be served when:

- Purpose of meeting is to conduct state business or formal training
- Integral part of the meeting
- Receipt(s) for actual costs are retained and submitted with payment
- Meeting takes place away from regular workplace

Meals are to only be served to state employees or state officials and must be within the per diem allowance (including taxes, tips, and delivery fees).



# OTHER CONSIDERATIONS

SAAM 70.10 & 70.15

Documentation required:

- Signed prior approval
- Purpose of the meeting
- List of meeting attendees

Meals, coffee, or refreshments are **prohibited** when:

- Agency anniversaries, individual employee receptions (new hire, retiring, elected, etc.)\*\*
- Hosting activities: social rather than governmental business events, such as lobbying.

*\*\*All-staff meetings/general employee recognition is okay.*



# TELEWORK FOR OUT OF STATE & OUT OF AREA EMPLOYEES

- OFM guidance found here: [Out-of-state remote work guidance and resources | Office of Financial Management \(wa.gov\)](#)
  - Create telework agreements!
  - “The telework agreement that the agency creates with the out-of-state teleworker will establish who covers the cost of travel after a review of SAAM requirements, and any other necessary details.”
  - Consider Official Residence & Official Worksite rules. Travel from residence to “official workstation for travel reimbursement” is considered non-reimbursable normal commute.
  - Agencies should be consistent internally and develop policies that treat travelers alike in like situations.







# CONTACT INFO

## **Travel Policy, TEMS Admin:**

[travel.safs@des.wa.gov](mailto:travel.safs@des.wa.gov)  
360-407-8183

## **Meeting Rules:**

[APquestions.safs@des.wa.gov](mailto:APquestions.safs@des.wa.gov)  
360-407-8183

# QUESTIONS?

