

WASHINGTON STATE EMPLOYEE TRAVEL RULES

Lodging

- Receipts Required
- If exceeding rates - need pre-approval
- Lodging Taxes - are in addition to per Diem
- Lodging must be more than 50 miles of residence/official station

Mileage

- POV mileage reimbursement rate: \$0.56 (changes every Jan 1st)
- Daily commute between official residence and official station is not reimbursable

Meals

- Per Diem rates cover: meal cost, tax, tips, and incidentals
- Eligibility: Travel status for 11 hours OR overnight travel
- Can't reimburse if meal is provided

Misc Expenses

- Parking and Bridge Tolls, transportation services, event/registration fees, checked baggage.
- Expenses exceeding \$50 require receipts

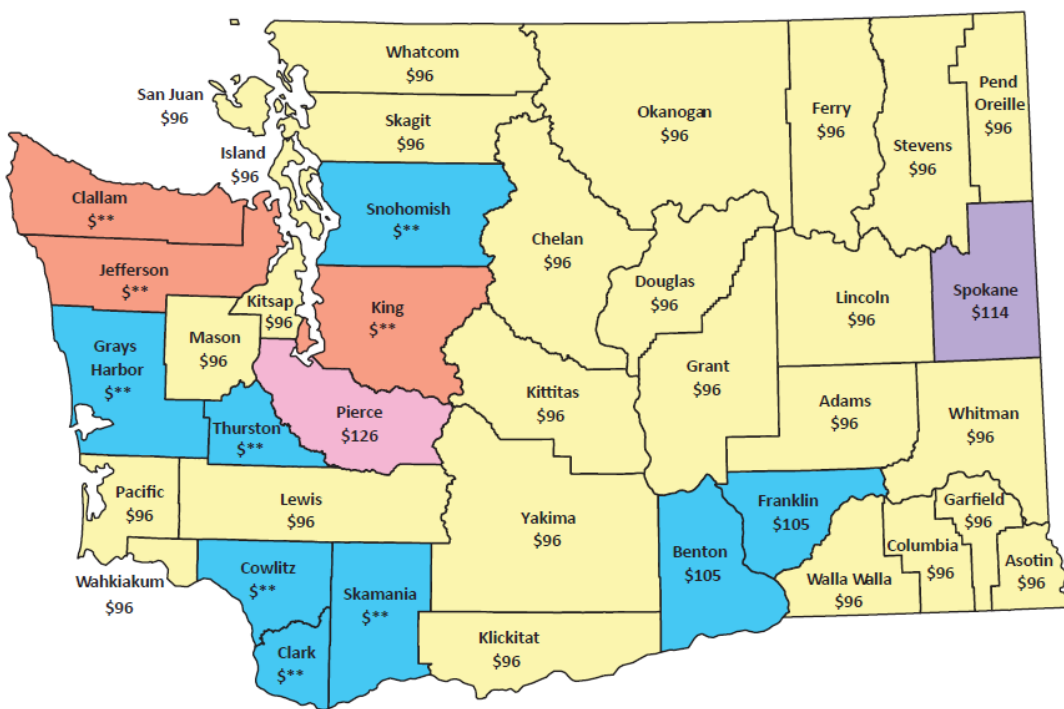
Air Travel

- Use Statewide Master Contract to book flights
- Purchase airfare with agency Charge Card
- Can be reimbursed for up to 2 checked-in bags.

Personal Preferences

- Valet services, entertainment expenses, seat upgrades, first class airfare, etc. are considered personal preference and cannot be reimbursed. (except ADA accommodations)

Per Diem Rates - As of October 1, 2020



Meal Rates			
TOTAL	B	L	D
\$55	\$14	\$16	\$25
\$61	\$15	\$18	\$28
\$66	\$16	\$20	\$30
\$71	\$18	\$21	\$32
\$76	\$19	\$23	\$34

\$ Maximum Lodging Rate
**** Seasonal Lodging Rates for Counties:**

Clark, Cowlitz, & Skamania	06/01 - 10/31	\$182
	11/01 - 05/31	\$152
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$104
Grays Harbor	07/01 - 08/31	\$137
	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	\$112
	11/01 - 08/31	\$133

POV Mileage Rate

The privately owned vehicle mileage reimbursement rate is \$0.56 per mile. (effective 1/1/2021)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

Commissioners



- Meals Reimbursement Eligibility: Travel status for 5 hours OR overnight travel - does not apply to boards and commissions following the daily or hourly rate.
- Reimbursements per daily and hourly rates are taxable.

Required Prior Approvals

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

10.30.20 Lodging over per Diem:

- Up to 150% - must meet at least one of the 6 listed exceptions in section (a)
- Exceeds 150% - must meet all 3 of the listed exceptions in section (b)

10.30.30 Lodging less than 50 miles of residence/official station

