



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

SMALL AGENCY FINANCIAL SERVICES

TRAVEL WORKSHOP

FINANCE DIVISION, ACCOUNTS PAYABLE TEAM

APRIL 2026

BEFORE WE BEGIN

Consent to Record

The law requires consent prior to recording a person's participation in an event. Your participation in this video conference equals consent to be recorded, as required by law. If you do not consent to being recorded but choose to participate, please turn your camera off and use the chat feature to interact with the speakers.

Please Hold Questions (until the Q&A at the end)

For a seamless recording and presentation delivery experience, we are requesting agencies to hold their questions until the end where we have allotted time for a dedicated Question & Answer session. Please ensure your microphone is muted throughout the presentation to prevent any abrupt interruptions that may be captured during the recording.



AGENDA

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



TRAVEL STATISTICS

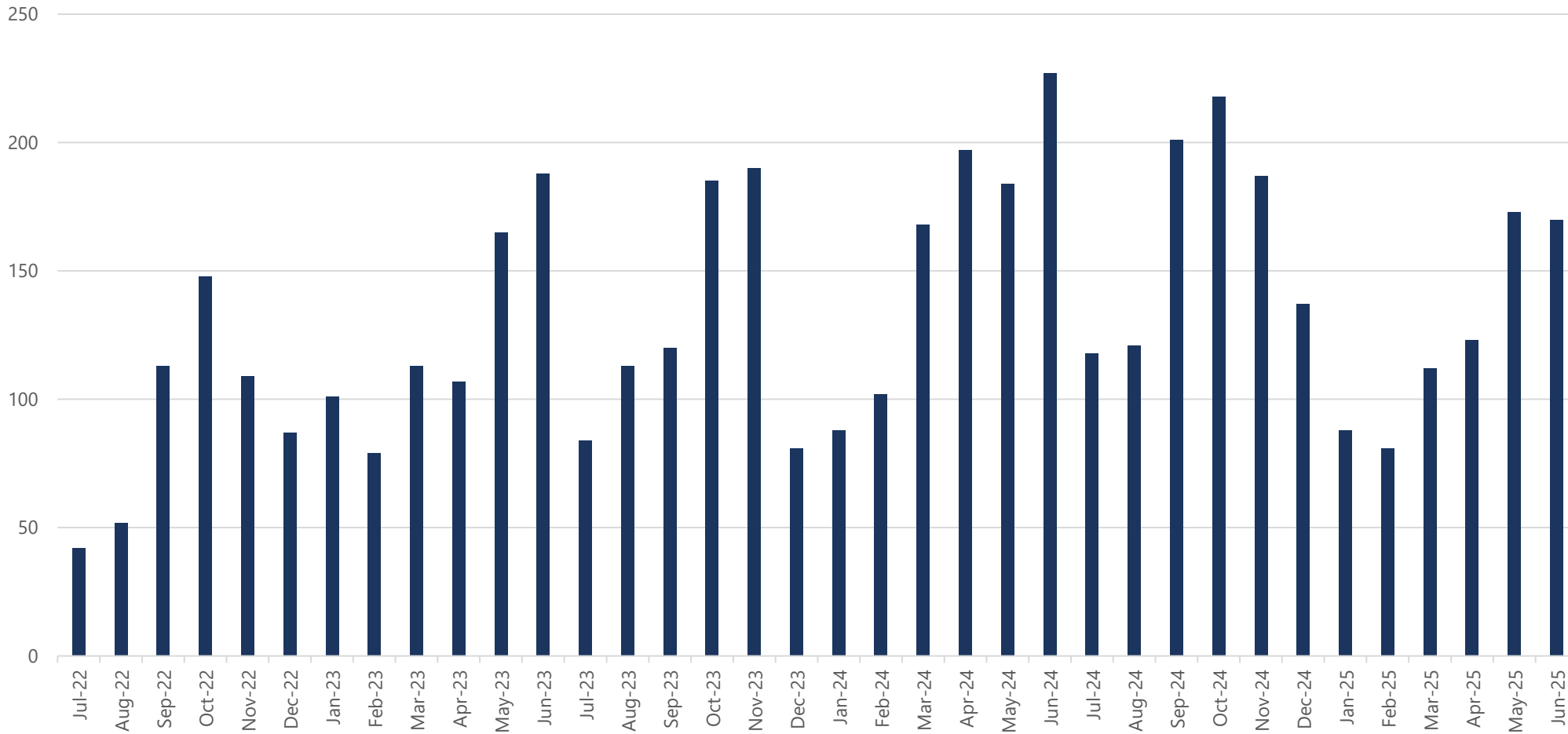
FY23 THROUGH FY25



TRAVEL TRENDS SUMMARY



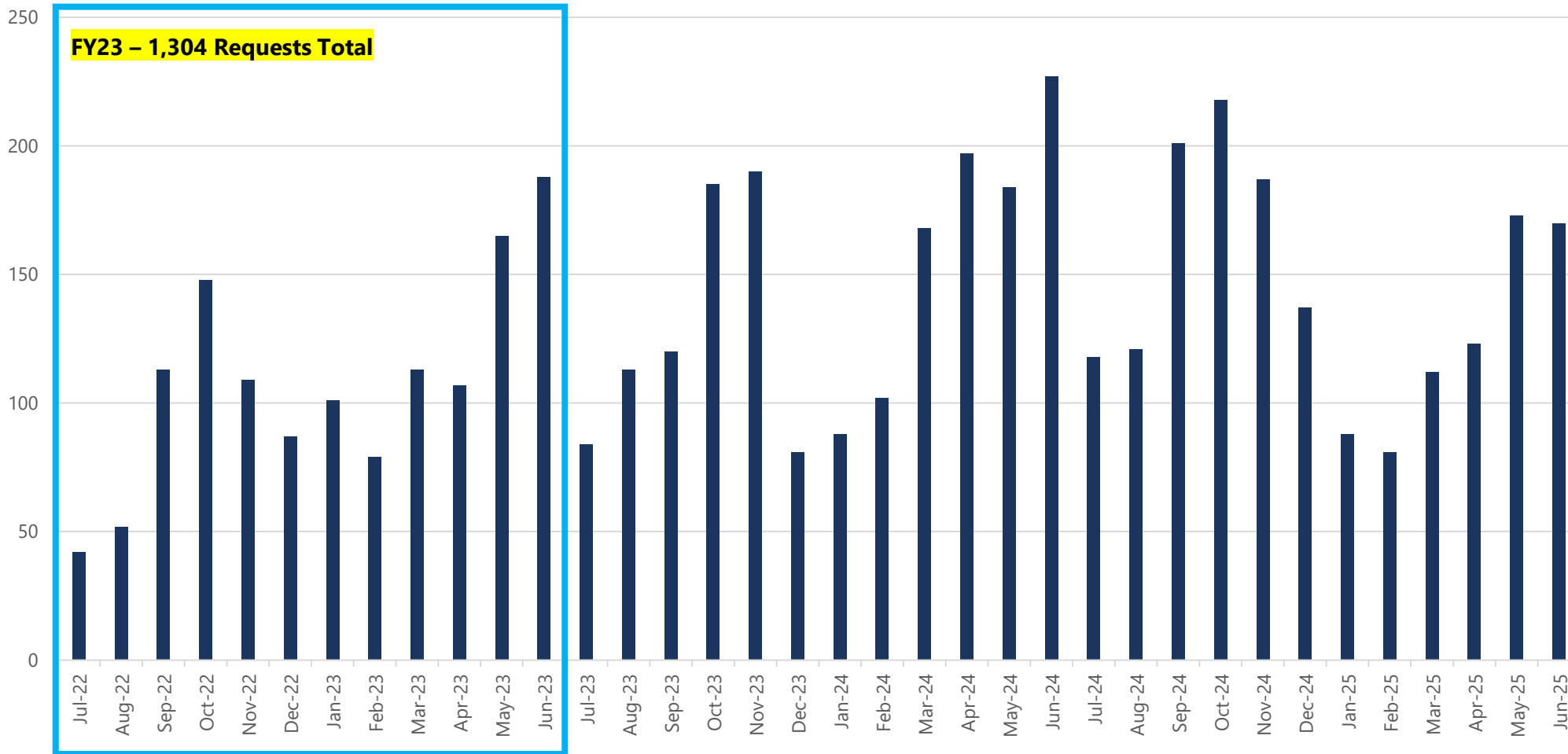
Travel Requests in TEMS (FY23-25)



TRAVEL TRENDS – FY23



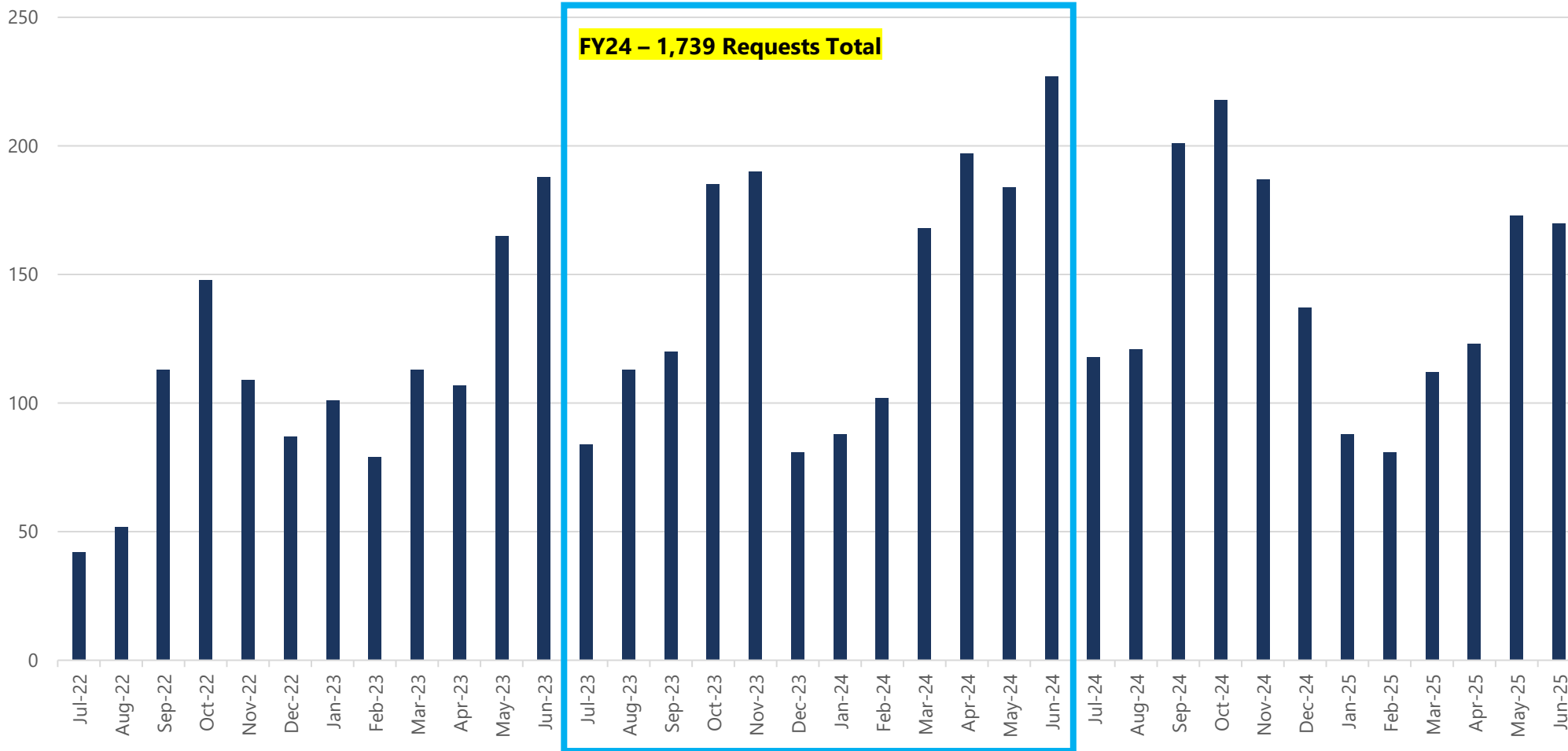
Travel Requests in TEMS (FY23-25)



TRAVEL TRENDS – FY24



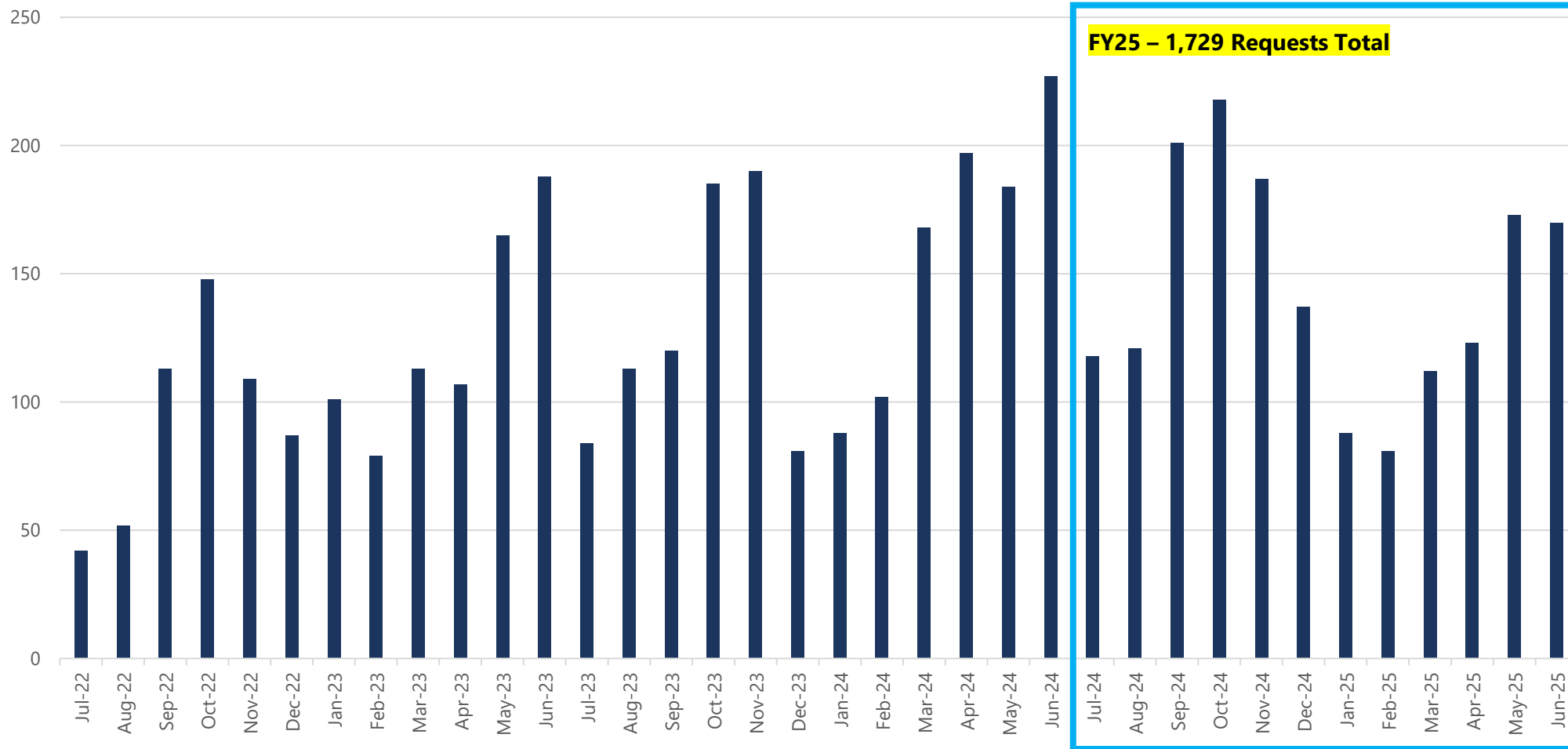
Travel Requests in TEMS (FY23-25)



TRAVEL TRENDS – FY25



Travel Requests in TEMS (FY23-25)



SAAM TRAVEL POLICY REVIEW

POLICY, RATES, AND RULES

SAAM is the State Administrative & Accounting Manual.



GENERAL INFORMATION

SAAM CHAPTER 10

- SAAM Chapter 10 contains all statewide travel rules and compliance is highly audited
- OFM develops and maintains these rules as a minimum requirement, however, agencies may adopt *additional* internal policies and procedures
- Agencies, travelers, and approvers are responsible for complying with these rules
- SAFS Accounts Payable is responsible for processing travel reimbursements, maintaining accounting records, and upholding compliance with SAAM



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

The NASPO Value Point 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 without resort, booking, or timely cancellation fees

To get started, create an account and Login ID using your work email address following the [NASPO Self-Registration Guide](#).



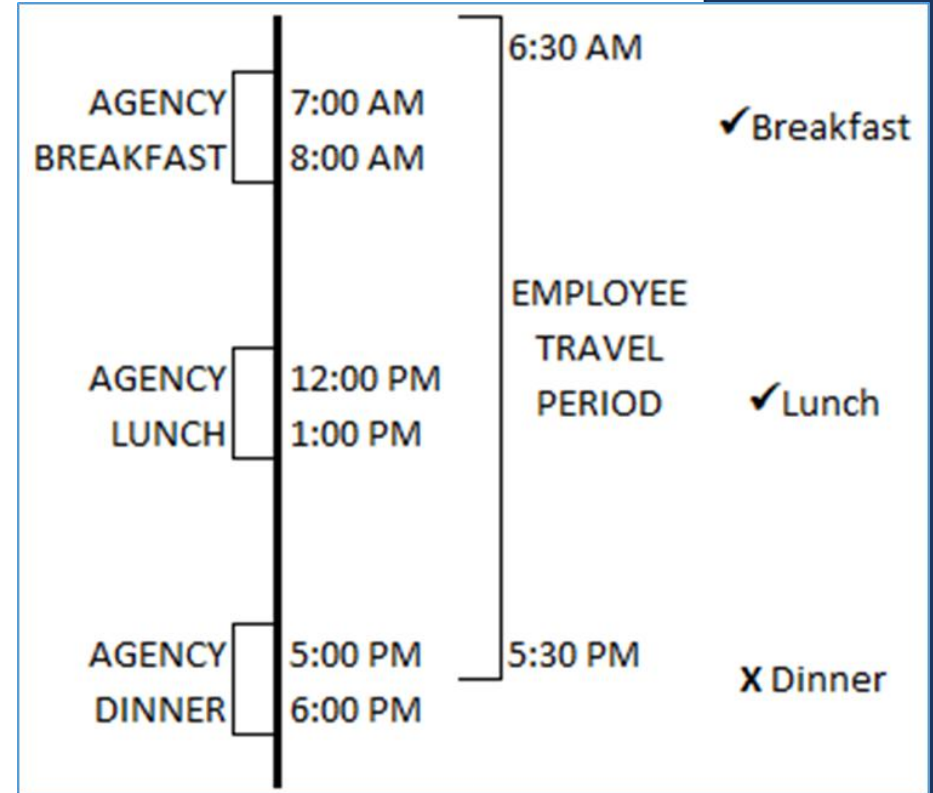
MEAL REIMBURSEMENTS

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

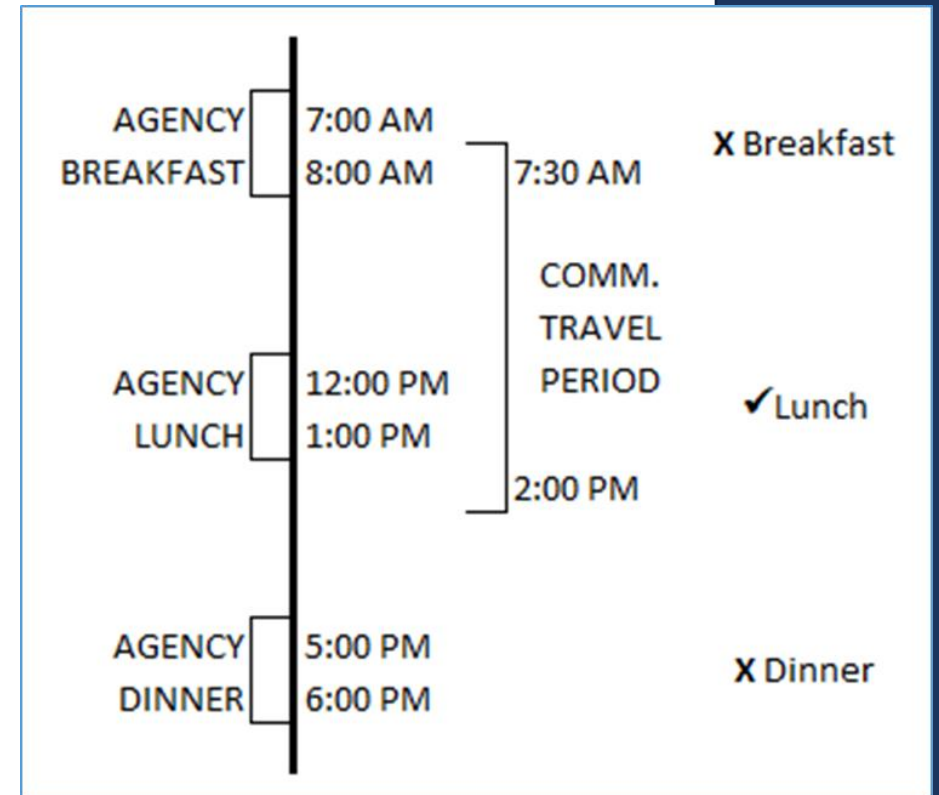
SAAM 10.40.50.B

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.

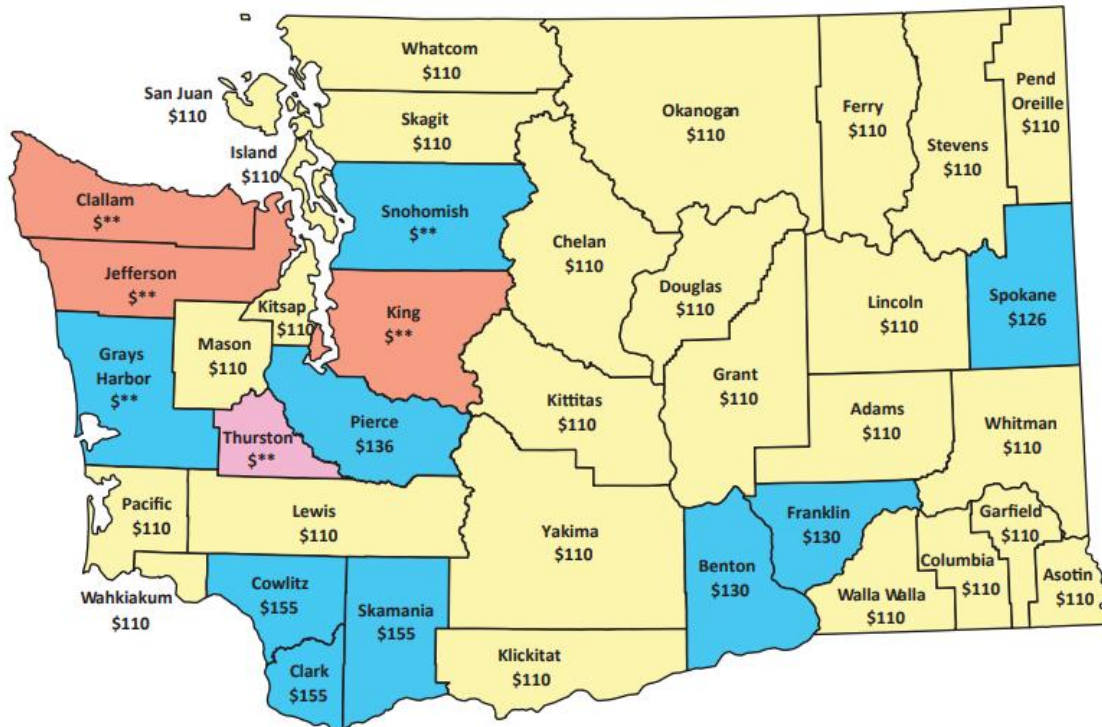
This rule does not apply to boards and commissions following the daily or hourly rate.



REIMBURSEMENT RATES

SAAM 10.90.20

Per Diem Rates - As of October 1, 2025



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

OFM Statewide Accounting
Rev. 1/1/2026

TOTAL	B	L	D
\$68	\$17	\$20	\$31
\$80	\$20	\$24	\$36
\$86	\$22	\$25	\$39
\$92	\$24	\$27	\$41

Clallam & Jefferson	07/01 - 08/31	\$235
	09/01 - 06/30	\$137
Grays Harbor	07/01 - 08/31	\$132
	09/01 - 06/30	\$110
King	06/01 - 09/30	\$248
	10/01 - 05/30	\$188
Snohomish	06/01 - 08/31	\$140
	09/01 - 05/31	\$113
Thurston	07/01 - 08/31	\$175
	09/01 - 11/30	\$128
	12/01 - 06/30	\$151

POV Mileage Rate
The privately owned vehicle mileage reimbursement rate is \$0.725 per mile. (effective 1/1/2026)

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

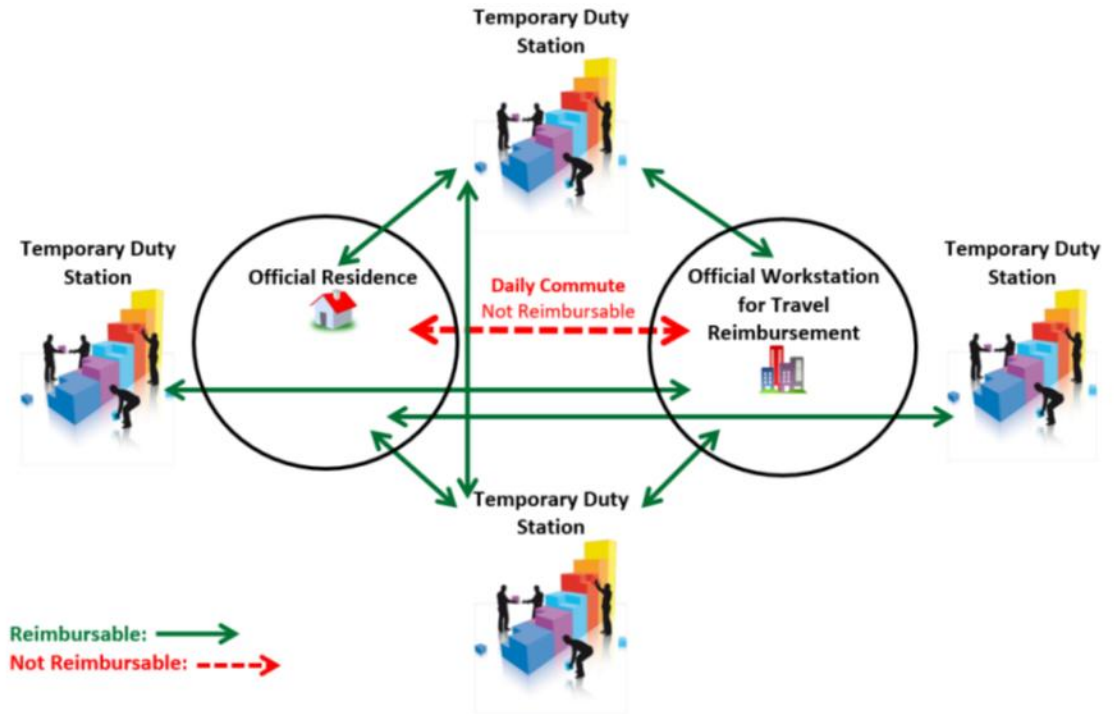


MILEAGE REIMBURSEMENTS

SAAM 10.50

10.50.20: Mileage in a Privately Owned Vehicle (POV) can be reimbursed at the rate specified by OFM – currently \$0.725 per mile as of Jan 1, 2026. If the Governor approves a rate change, this is generally effective at the beginning of the new calendar year.

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

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

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



MISCELLANEOUS TRAVEL RULES

SAAM 10.60.10

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler.

Reimbursable expenses include, but are not limited to:

- 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

The following types of travel-related costs cannot be reimbursed:

- Valet services
- Entertainment expenses
- Seat upgrades
- First-class airfare
- Transportation costs to *non-state business* locations
- Vehicle service calls due to traveler negligence

Many of these miscellaneous expenses or services are considered personal preference and would not be eligible for reimbursement, per OFM.



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		✓

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

Note: Some agencies may have internal policies that mandate receipt requirements beyond what is listed above. This is a depiction of standard **minimum** requirements per SAAM Chapter 10.



TRAVEL PRE-APPROVAL

REQUIREMENTS & EXCEPTIONS

There are instances where agency pre-approval is required before traveling. For travel reimbursements requiring such pre-approvals, SAFS AP will request a copy of the approval.



PRIOR APPROVAL

SAAM 10.10 & 10.30

10.10.50: Out-of-state travel (*except neighboring counties adjacent to the Washington state border*)

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

Examples of calculating the percentage over per diem:

	Spokane County	Kittitas County	Pierce County
Lodging	\$126	\$110	\$136
Meals	\$86	\$68	\$86
Total	\$212	\$178	\$222
150%	\$318	\$267	\$333

Within Per Diem: In Spokane County, a hotel base rate *(excluding fees & tax)* under \$126 meets the per diem limit.

Over Per Diem (up to 150%): Over \$126 but under \$318 needs only 1 qualifying exception.

Over Per Diem (over 150%): Anything \$318 or over requires all 3 exceptions listed for exceeding 150% of the per diem limit.



AIR TRAVEL

SAAM 10.50.40 TO 10.50.80

Statewide Master Contracts

Alaska Air/Atmos For Business #03624

- EasyBiz transitioned to Atmos for Business in September 2025

Delta #10725

- Join Delta SkyMiles

Purchase airfare with agency US Bank Card

- Employees and Commissioners must not purchase airfare with personal funds, unless the agency credit card is unavailable.
- Depending on the circumstances, the reimbursable amount may be capped at the contracted government rate.

Agency cannot purchase or reimburse for:

- 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

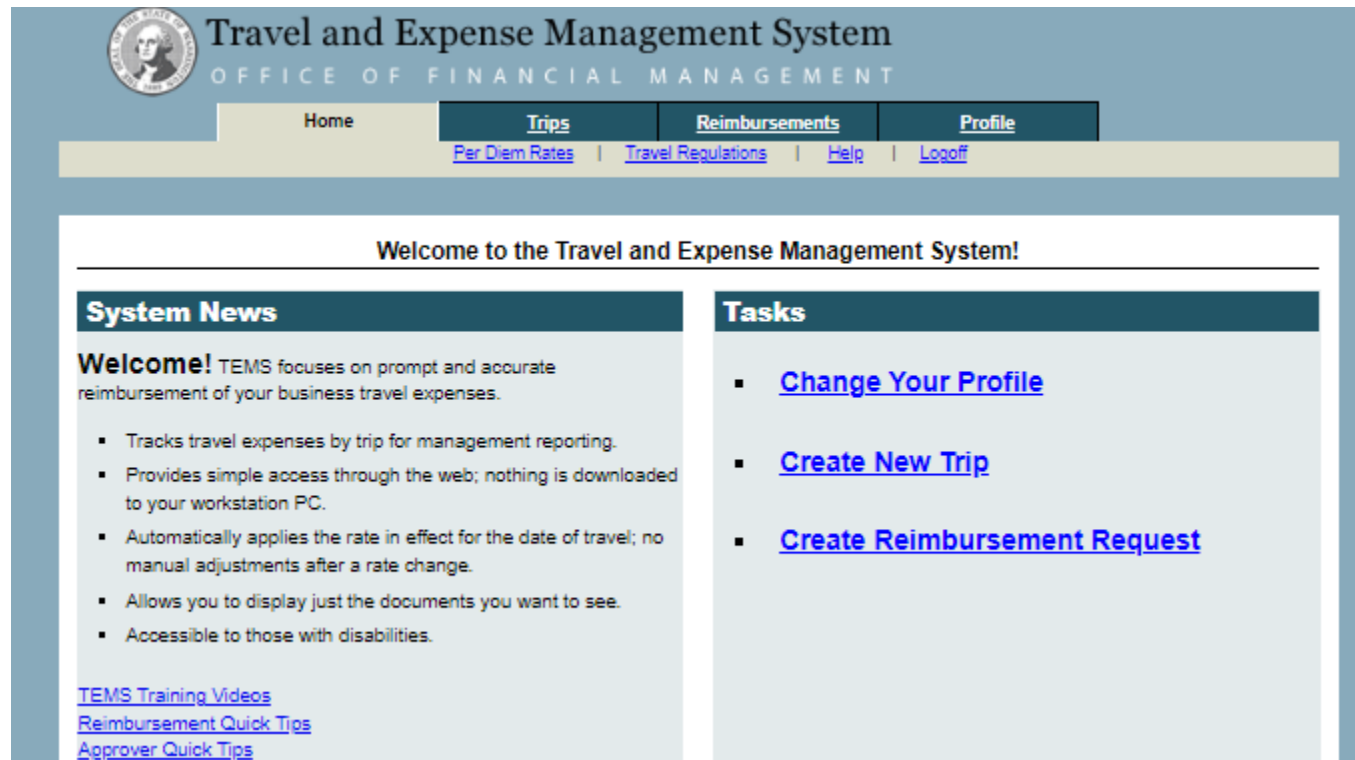
Per Diem rates:

- 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 York, featuring a portrait of George Washington. To the right of the logo is the text "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 is titled "Welcome to the Travel and Expense Management System!". It is divided into 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.



Approver Responsibilities in TEMS:

- 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.

* Description:

Profile Information

Requestor: * Work Schedule:

Requestor Phone: * Official Workstation:

Approver: * Official Residence:

Approver Phone:

Reimbursement Trip List

Trip Id	Start	End	Purpose	Mileage	Per Diem	Misc	Total	Edit
4238018	10/21/2024 06:00 AM	10/21/2024 05:00 PM	Test Single Day Trip	\$80.40	\$51.00	\$20.00	\$151.40	

Reimbursement Request Total

Mileage Allowance:	<input type="text" value="\$80.40"/>	Reimbursement Request Total:	<input type="text" value="\$151.40"/>
Per Diem:	<input type="text" value="\$51.00"/>	Travel Advance:	<input type="text" value="0.00"/>
In-State:	<input type="text" value="\$51.00"/>	Reduce Balance to Code:	<input type="text" value="0.00"/>
Out-of-State:	<input type="text" value="\$0.00"/>	Reduce Amount Requested:	<input type="text" value="0.00"/>
Taxable (meals):	<input type="text" value="\$51.00"/>	Reduce Amount Requested and Balance to Code:	<input type="text" value="0.00"/>
Miscellaneous Travel Expense:	<input type="text" value="\$20.00"/>		
Reimbursement Request Total:	<input type="text" value="\$151.40"/>	Requested Reimbursement Total:	<input type="text" value="\$151.40"/>
Coded Amount:	<input type="text" value="\$0.00"/>	Balance to Code:	<input type="text" value="\$151.40"/>

Review general request information here

Open trip details here



MEETING BASICS

MEALS, COFFEE, LIGHT REFRESHMENTS



COFFEE & LIGHT REFRESHMENTS

SAAM 70.10

Internal 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.



LINKS

- **SAAM:** <https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.htm>
- **TEMS** (*within state network*): <https://tems.ofm.wa.gov>
- **TEMS** (*outside state network*): <https://fortress.wa.gov/ofm/tems>
- **TEMS Help Guide:** <http://swfs.ofm.wa.gov/temshelp/TEMSReference.pdf>
- **WA State Per Diem:**
<https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>
- **Out-of-State Per Diem:** <https://www.gsa.gov/>
- **International Per Diem:** https://aoprals.state.gov/web920/per_diem.asp
- **NASPO ValuePoint Travel Center:** <https://us.travelctm.com/naspo/>



CONTACT INFO

Travel Policy, TEMS Admin:

travel.safs@des.wa.gov
360-407-8183

Meeting Rules:

APquestions.safs@des.wa.gov
360-407-8183



QUESTIONS?