



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
10/11/18

PAGE NUMBER
1 of 9

NUMBER
DOC 200.900

POLICY

TITLE

TRAVEL REGULATIONS

REVIEW/REVISION HISTORY:

Effective: 12/31/96
Revised: 10/1/03
Revised: 3/26/07
Revised: 12/26/08
Revised: 8/2/10
Revised: 4/23/12
Revised: 2/1/13
Revised: 5/19/14
Revised: 7/1/14
Revised: 10/11/18

SUMMARY OF REVISION/REVIEW:

Major changes to include updating reimbursable expenses and incorporating SAAM requirements.


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

9/14/18

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 43.03](#); [State Administrative and Accounting Manual \(SAAM\) Chapter 10](#)

POLICY:

- I. Department authorized travel will be directly work-related, obtained at the most economical price, and necessary for state business in compliance with SAAM 10.10.
- II. Department employees/contract staff/volunteers and contractors without specific contractual arrangements covering travel reimbursement will comply with all travel rules and regulations.


DIRECTIVE:

- I. General Requirements
 - A. Per SAAM 10.10.15, a traveler on official state business is responsible for being familiar with state and Department travel and transportation regulations before traveling.
 1. Supervisors/managers should notify employees/contract staff/volunteers regarding specific federal, state, or local travel limitations/restrictions.
 2. Additional information regarding travel requirements may be obtained through the Business Services Disbursements & Purchasing Manager, or available resources located under the Travel Information page on the Department's internal website.
 - B. Employees/contract staff/volunteers should be aware of existing budgetary restrictions and/or limitations on travel and act accordingly. Supervisors/managers should be consulted for questions regarding travel restrictions.
 - C. Employees must have been in travel status for reimbursement to be authorized. Travel status is defined as the official status of an employee when s/he is away from both the official station and residence on state-related business, exclusive of commuting between his/her official station and residence.
 - D. Employees traveling overnight more than 3 times a year are encouraged to request a travel card for business-related travel expenses, including lodging and food.

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1. Information on obtaining a travel card is located under the Purchasing page on the Department's internal website. Questions can be directed to the Disbursements and Purchasing Manager.
2. Employees must be approved by the card company to be issued a travel card.
3. The travel card will be issued in the employee's name and is authorized only to be used for reimbursable travel expenses.
 - a. The employee will notify the card company in the event of a billing address or name change.
4. The account should be kept in good standing at all times. The employee is responsible for paying his/her individual monthly bill on time. The Department will not be responsible for any unauthorized use of the travel card.
 - a. Employees will submit travel expense vouchers through Travel and Expense Management System (TEMS) to receive reimbursement.
5. The travel card must be returned to the Disbursements and Purchasing Manager immediately if:
 - a. The employee requests to cancel their travel card,
 - b. The employee separates from the Department, or
 - c. An Appointing Authority/designee determines it is necessary to cancel the travel card.
6. The Disbursements and Purchasing Manager will contact the card company to ensure the immediate cancellation of travel cards.
- E. The Department will follow Internal Revenue Service (IRS) regulations regarding the taxability of travel expense reimbursements and report them accordingly.
- F. Employees/contract staff/volunteers will use the state-contracted universal fuel card or Department of Transportation fuel card to fuel state-owned vehicles. Expenses for fueling state-owned vehicles may be reimbursed in extenuating circumstances (e.g., inoperable fuel card, no participating station nearby).
 1. If a fuel card for an M-plated vehicle fails, the employee will be reimbursed by the Washington State Department of Enterprise Services.


II. Travel Requests

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- A. Employees/contract staff/volunteers must have their supervisor's/manager's approval to travel before each trip, unless general authorization is approved by the Assistant Secretary/Appointing Authority/designee based on position and expected work outcomes. Travelers are encouraged to complete [SF A40-A Travel Authorization](#) to document approval.
- B. The traveler will complete SF A40-A Travel Authorization and submit it to his/her supervisor/manager as soon as s/he becomes aware of the requirement to travel out-of-state. The supervisor/manager will forward the authorization to the Secretary through the appropriate channels.
 1. Out-of-state travel in the continental United States, Alaska, Hawaii, and British Columbia, Canada requires prior approval in writing from the Secretary and the appropriate Assistant Secretary through the chain of command. Travel to Idaho or Oregon counties/cities that are adjacent to the Washington State line will not be considered out-of-state travel.
 2. Travel outside the continental United States, Alaska, and British Columbia, Canada requires prior written approval from the Secretary, Governor, and the appropriate Assistant Secretary through the chain of command.
- C. Once approval is received, travelers should contact the Local Business Advisor in Prisons or the Travel Desk for all others for information on travel requests.
- D. On a limited basis, employees may be eligible for a travel advance. Requests will be submitted using DOC 03-376 Travel Advance Agreement and SF A40-A Travel Authorization.

III. Modes of Travel


- A. Travelers will make air travel arrangements via a travel agent qualified through the [Department of Enterprise Services Contract Summary](#).
 1. Purchases must be made using the Department's travel card, except in an emergency or when the Department's travel card is not accessible.
- B. All claims for Privately Owned Vehicle (POV) mileage must be for travel that may be both critical and necessary for state business. Circuitous or indirect travel routes, excessive mileage when seeking lodging or meals, and travel that is clearly more personal than business will not be reimbursed.
 1. When a single trip is expected to be more than 120 miles round trip, travelers must submit DOC 03-423 Authorization for Mileage Payment to document the effort to use a state-owned vehicle when requesting mileage reimbursement for a POV.

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2. For travel less than 120 miles round trip, travelers should check availability of a state-owned vehicle. Although no documentation is required, the travel expense voucher approval must indicate that this has occurred.
 3. Pre-approved POV mileage will be reimbursed at the rate designated in SAAM 10.90.20.
- C. For out-of-state vehicle rentals, travelers must obtain approval in advance from the Deputy Secretary and the appropriate Assistant Secretary through the chain of command.

IV. Reimbursable Expenses

- A. Reimbursement for meal expenses may be authorized under the following conditions:
1. Department-determined meal periods will be based on the traveler's regularly scheduled shift as follows, unless a temporary schedule (i.e. training/travel schedule) is provided/updated in TEMS:
 - a. Breakfast - The point in time 1.5 hours before the start of the shift
 - b. Lunch - The midpoint of the shift
 - c. Dinner - The point in time 1.5 hours after the end of the shift
 2. For overnight travel assignments, the Department-determined meal periods will be used to determine when a traveler is entitled to a meal.
 3. For non-overnight travel assignments, the traveler must be in travel status for 11 hours to be eligible to receive a meal allowance.
 - a. The traveler must be in travel status during the entire Department-determined meal period and may not stop for a meal for the purpose of meeting the 11 hour rule.
 4. Meals will be reimbursed at the rate of the area as designated in SAAM 10.90 where the traveler last stopped to sleep. When the trip does not include an overnight stay, meals will be reimbursed at the rate of the destination where the traveler conducts official state business.
 - a. Meals associated with non-overnight travel are taxable and reimbursement will be reported to the IRS via payroll reporting. Travelers should consult their facility/office Travel Liaison or the Travel Desk for specific information regarding meal reimbursement.

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5. By submitting a claim for meal reimbursement, travelers attest to having incurred personal meal expenses and consumed a meal.
- B. Reimbursement for lodging may be authorized when an overnight stay is both critical and necessary for state business, and the destination is more than 50 miles beyond the traveler's official station or residence by the most direct route, whichever is closest.
1. Under certain conditions, the Office of Financial Management (OFM) allows reimbursement for lodging expenses when the temporary duty station is located within 50 miles of either the traveler's official station or residence by the most direct route, whichever is closest.
 - a. Mileage will be calculated from city to city, not physical address to physical address.
 - b. Reimbursement requires written approval by the Deputy Secretary or the appropriate Assistant Secretary in advance and must address one of the following OFM lodging exception criteria:
 - 1) It is more economical,
 - 2) The health and safety of travelers is a concern per SAAM 10.10.35, or
 - 3) To avoid excessive driving for back-to-back late night/early morning official state business.
 - c. Travelers should consult SAAM 10.30.30.b., the appropriate local facility/office Travel Liaison, or the Travel Desk for more information.
 2. Lodging will be reimbursed at the actual cost up to the maximum allowable reimbursement rate for that area per SAAM 10.90.
 - a. If the Secretary has authorized direct billing of lodging, travelers will not be reimbursed for alternate lodging or any additional work hours and meals beyond what would have been incurred with the direct billed lodging.
 - b. Exception to maximum lodging reimbursement must meet criteria per SAAM 10.30.20 and requires written prior approval from the Secretary or Deputy Secretary.
 3. Shared lodging may be required to minimize costs. Exceptions may be made on a case-by-case basis (e.g., documented medical issues, gender inequities) with written approval from the applicable manager/designee.

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The approval will be submitted with the affected traveler's travel reimbursement request.

C. Other reimbursable travel expenses include, but are not limited to:

1. Business-related taxi fares,
2. Parking fees,
3. Ferry and bridge tolls,
4. Rental vehicle fuel,
5. Registration fees, and
6. A brief phone call home upon arrival at the destination and in the case of an emergency or a change in travel plans.

D. Employees appointed to a committee by the Secretary, who serve without compensation in a primarily advisory, coordinating, or planning capacity, may be paid committee-related travel expenses and mileage at the approved rate when authorized by the Secretary.

V. Non-Reimbursable Expenses


A. Non-reimbursable travel expenses include, but are not limited to:

1. Taxi fares to places of entertainment and other similar facilities,
2. Parking tickets or any citation related to operating a motor vehicle in conflict with traffic laws,
3. Personal telephone calls,
4. Tips or gratuities associated with personal expenses,
5. Vehicle service calls resulting from negligence (e.g., service charge for fuel delivery, retrieval of keys from locked vehicle, jump-starting vehicle when lights have been left on),
6. Tolls associated with the use of high occupancy toll lanes,
7. Bottled water,
8. Transportation Security Administration pre-check fees, and
9. Valet parking.

B. Per RCW 43.03.240, expenses incurred by members of the Correctional Industries Board of Directors for travel to and from the Board of Directors meeting are non-reimbursable.

VI. Reimbursement


A. If a person receives travel reimbursement from an outside entity, s/he will not also claim reimbursement from the Department. Any amount of travel expenses already paid by the Department will be immediately returned.

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- B. Travel reimbursement requests must be submitted electronically using TEMS. Travelers will submit a travel expense voucher at the conclusion of each trip or monthly, at minimum, when travel expenses have incurred.
1. Expense claims must be submitted on or before the 10th of the month for travel expenses incurred the previous month. Late claims may be denied.
 2. The traveler or the TEMS preparer/submitter will complete the travel expense voucher and submit it to the traveler's supervisor/manager for approval.
 - a. Receipts are required for lodging and allowable miscellaneous expenditures (e.g., actual cost of laundry when the traveler is in continuous travel status for 5 or more days, required registration fees, fax/internet services, mandatory lodging fees) for amounts in excess of \$50.
 - 1) Credit card receipts/statements cannot replace hotel/motel itemized statements. Itemized lodging receipts from the hotel/motel must have the traveler name on the document.
 - b. Required receipts/documentation (i.e., originals or scanned/emailed copies of originals) will be submitted to the Local Business Office for Prisons or the Travel Desk for all others. Procedures will be established to ensure duplicate payments are not issued if non-original receipts are accepted.
 - c. DOC 03-386 Employee Travel Record/Request for Payment may be used as a tool to document travel expenses but does not replace the travel expense voucher.
- C. The supervisor/manager authorizing the expense will forward the approved travel expense voucher to the final approving authority for their facility/office, who will forward approved vouchers to the Department fiscal processing box in TEMS. Travelers may consult their supervisor/manager for questions.
- D. Per SAAM 10.80.30.b., travel expense vouchers will be processed by the Travel Desk within 10 business days after receipt of a properly completed, undisputed travel expense voucher and required receipts/documentation.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

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ATTACHMENTS:

None

DOC FORMS:

[DOC 03-376 Travel Advance Agreement](#)

[DOC 03-386 Employee Travel Record/Request for Payment](#)

[DOC 03-423 Authorization for Mileage Payment](#)