




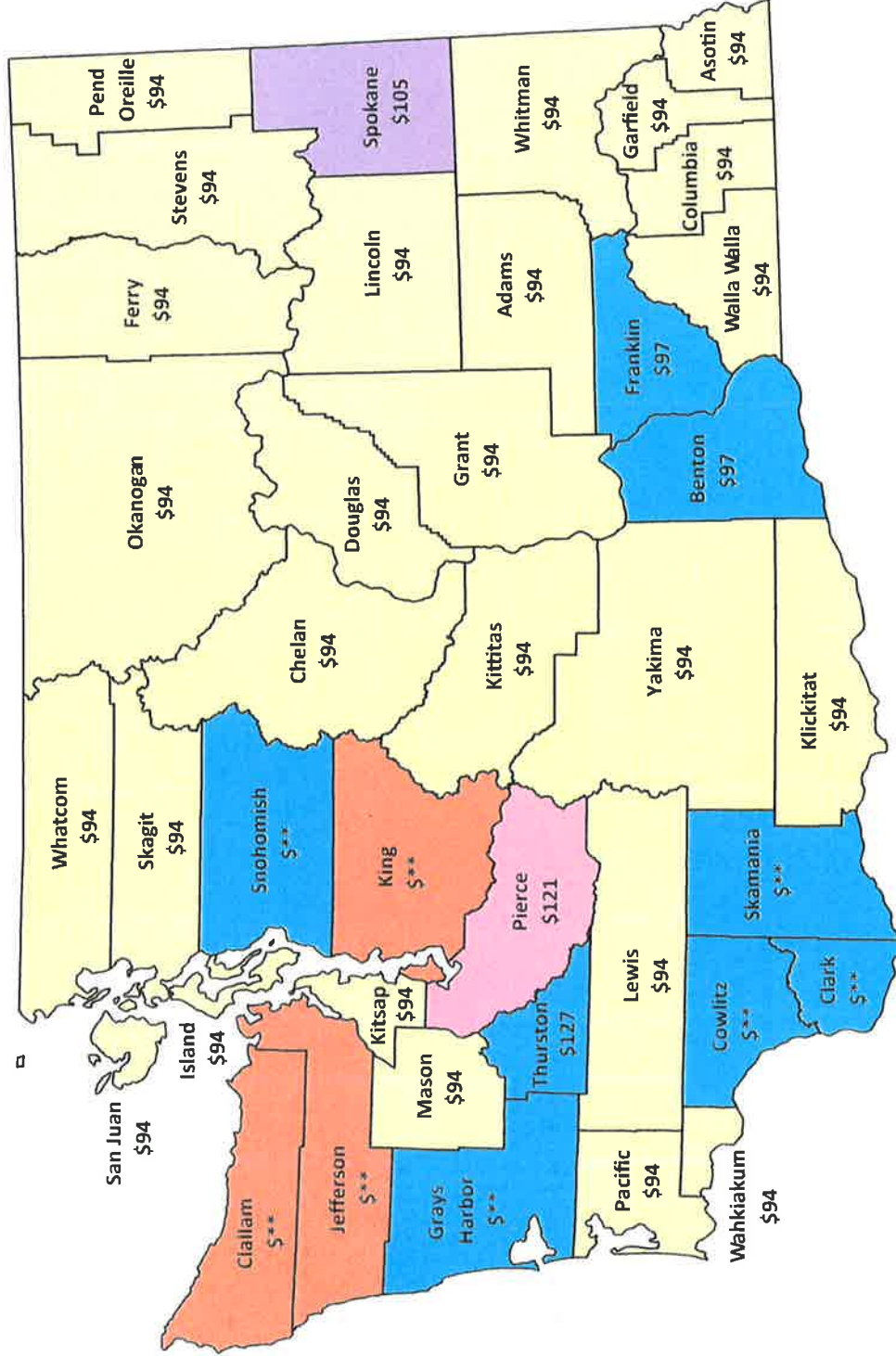


Per Diem Rates - As of October 1, 2018

| 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 | |
|----------------------------|--------------------------------------------|
| Clark, Cowlitz, & Skamania | 04/01 - 10/31 \$184 11/01 - 03/31 \$150 |
| Clallam & Jefferson | 07/01 - 08/31 \$161 09/01 - 06/30 \$108 |
| Grays Harbor | 07/01 - 08/31 \$133 09/01 - 06/30 \$102 |
| King | 06/01 - 09/30 \$257 10/01 - 05/31 \$189 |
| Snohomish | 06/01 - 08/31 \$138 09/01 - 05/31 \$113 |

POV Mileage Rate
 The privately owned vehicle mileage reimbursement rate is \$0.545 per mile. (effective 1/1/18)

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

NOTES REGARDING TRAVEL REIMBURSEMENTS:

The following is derived from the State Administrative & Accounting Manual issued by the Office of Financial Management and is NOT all inclusive. For additional information, review in its entirety at <http://www.ofm.wa.gov/policy/>

10.30.30

What types of lodging costs are reimbursable?

- Basic commercial lodging cost
- Applicable taxes
- Hotel/motel taxes

50 mile rule

Reimbursement is allowed for lodging expenses when the temporary duty station is located more than fifty (50) miles (most direct route) of the closer of either the traveler's residence or official station.

10.40.30

What types of costs are included in meal allowances?

- The basic cost of a meal
- Any incidental expenses
- Any applicable sales tax and
- Any customary tip or gratuity.

When may a traveler be reimbursed for meal costs?

10.40.50.a For **overnight** travel assignments, the agency-determined meal periods are used to determine when a traveler is entitled to a meal.

10.40.50.b For **non-overnight** travel assignments, the following two criteria must be met to receive a meal allowance:

1. **Three Hour Rule** – a traveler may be reimbursed for meal expenses only after the traveler is in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler's regularly scheduled working hours for the day.

2. **In travel status during the entire meal period** – travelers must be in travel status during the entire agency-determined meal period(s) in order to qualify to collect meal payments for meal(s), except as provided in subsection 70.15.10. The traveler may not stop for a meal just to meet the three-hour rule.

IMPORTANT NOTE:

The Washington Traffic Safety Commission has designated meal periods; you must be in travel status at least 3 hours outside of your normal work schedule to be reimbursed for that meal; and be gone the entire meal period. The meal periods are:

| | |
|-----------|---------------|
| Breakfast | 6:30 to 8:00 |
| Lunch | 11:30 to 1:00 |
| Dinner | 5:30 to 7:00 |