



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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OFM DIRECTIVE 09A-02

To: Agency Directors and Policy Manual Holders

From: /s/ Sadie Rodriguez-Hawkins, Senior Assistant Director
Accounting Division

Subject: SAAM Chapter 10 - Travel

We have revised Chapter 10, Travel, of the *State Administrative and Accounting Manual (SAAM)*, effective February 18, 2009, to reflect the requirements of Engrossed Substitute Senate Bill (ESSB) 5460.

Chapter 10: Travel (<http://www.ofm.wa.gov/policy/10.htm>)
(New Section 10.00, and Subsection 10.10.50)

- Created new Section 10.00 Travel Restrictions which reflects the out-of-state travel and training restrictions contained in ESSB 5460.
- Added a reference in Subsection 10.10.50 to the new travel restrictions.

The travel and training restrictions included in ESSB 5460 are applicable to **all** agencies. Executive branch agencies can find additional information related to the implementation of ESSB 5460 in Director Victor Moore's Memorandum dated February 20, 2009.

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

We encourage you to use the online version of SAAM. All OFM directives, policies, technical corrections, and superseded policies are available at: <http://www.ofm.wa.gov/policy/default.asp>. Additional resources are also available on our Administrative and Accounting Resources website at: <http://www.ofm.wa.gov/resources/default.asp>.

Unless noted otherwise, questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontacts.asp>.