



Board Policy: Reimbursement for Expenses	Policy Number: BP01: 05.013
Article: 1.) Institutional Integrity/ Board of Trustees Section: 5.) General Principles and Procedures	Adopted by the BOT: 10/11/1999 Reviewed:
Applicable WAC/RCW: RCW 43.03.050 ; RCW 43.03.060	Page 1 of 3

BP01: 05.013 Reimbursement for Expenses [formerly Board Resolution 94-11-01]

Reimbursement to members of the Board of Trustees for necessary travel expenses incurred in fulfilling their responsibilities shall be in accordance with provisions and limitation for other appointed officials of the State of Washington as specified in RCW 43.03.050 and RCW 43.03.060.

RCW 43.03.050 Subsistence, lodging and refreshment, and per diem allowance for officials, employees, and members of boards, commissions, or committees.

(1) The director of financial management shall prescribe reasonable allowances to cover reasonable and necessary subsistence and lodging expenses for elective and appointive officials and state employees while engaged on official business away from their designated posts of duty. The director of financial management may prescribe and regulate the allowances provided in lieu of subsistence and lodging expenses and may prescribe the conditions under which reimbursement for subsistence and lodging may be allowed. The schedule of allowances adopted by the office of financial management may include special allowances for foreign travel and other travel involving higher than usual costs for subsistence and lodging. The allowances established by the director shall not exceed the rates set by the federal government for federal employees. However, during the 2003-05 fiscal biennium, the allowances for any county that is part of a metropolitan statistical area, the largest city of which is in another state, shall equal the allowances prescribed for that larger city.

(2) Those persons appointed to serve without compensation on any state board, commission, or committee, if entitled to payment of travel expenses, shall be paid pursuant to special per diem rates prescribed in accordance with subsection (1) of this section by the office of financial management.

(3) The director of financial management may prescribe reasonable allowances to cover reasonable expenses for meals, coffee, and light refreshment served to elective and appointive officials and state employees regardless of travel status at a meeting where: (a) The purpose of the meeting is to conduct official state business or to provide formal training to state employees or state officials; (b) the meals, coffee, or light refreshment are an integral part of the meeting or training session; (c) the meeting or training session takes place away from the employee's or official's regular workplace; and (d) the agency head or authorized designee approves payments in advance for the meals, coffee, or light refreshment.

In order to prevent abuse, the director may regulate such allowances and prescribe additional conditions for claiming the allowances.

(4) Upon approval of the agency head or authorized designee, an agency may serve coffee or light refreshments at a meeting where: (a) The purpose of the meeting is to conduct state business or to provide formal training that benefits the state; and (b) the coffee or light refreshment is an integral part of the meeting or training session. The director of financial management shall adopt requirements necessary to prohibit abuse of the authority authorized in this subsection.

(5) The schedule of allowances prescribed by the director under the terms of this section and any subsequent increases in any maximum allowance or special allowances for areas of higher than usual costs shall be reported to the ways and means committees of the house of representatives and the senate at each regular session of the legislature.

(6) No person designated as a member of a class one through class three or class five board, commission, council, committee, or similar group may receive an allowance for subsistence, lodging, or travel expenses if the allowance cost is funded by the state general fund. Exceptions may be granted under RCW [43.03.049](#).

[[2011 1st sp.s. c 21 § 61](#); [2010 1st sp.s. c 7 § 141](#); [2003 1st sp.s. c 25 § 915](#); [1990 c 30 § 1](#); [1983 1st ex.s. c 29 § 1](#); [1979 c 151 § 83](#); [1977 ex.s. c 312 § 1](#); 1975-'76 2nd ex.s. c 34 § 94; [1970 ex.s. c 34 § 1](#); [1965 ex.s. c 77 § 1](#); [1965 c 8 § 43.03.050](#). Prior: [1961 c 220 § 1](#); [1959 c 194 § 1](#); [1953 c 259 § 1](#); [1949 c 17 § 1](#); [1943 c 86 § 1](#); Rem. Supp. 1949 § 10981-1.]

RCW 43.03.060 Mileage Allowance

(1) Whenever it becomes necessary for elective or appointive officials or employees of the state to travel away from their designated posts of duty while engaged on official business, and it is found to be more advantageous or economical to the state that travel be by a privately-owned vehicle rather than a common carrier or a state-owned or operated vehicle, a mileage rate established by the director of financial management shall be allowed. The mileage rate established by the director shall not exceed any rate set by the United States treasury department above which the substantiation requirements specified in Treasury Department Regulations section 1.274-5T(a)(1), as now law or hereafter amended, will apply.

(2) The director of financial management may prescribe and regulate the specific mileage rate or other allowance for the use of privately-owned vehicles or common carriers on official business and the conditions under which reimbursement of transportation costs may be allowed. The reimbursement or other payment for transportation expenses of any employee or appointive official of the state shall be based on the method deemed most advantageous or economical to the state.

(3) The mileage rate established by the director of financial management pursuant to this section and any subsequent changes thereto shall be reported to the ways and means committees of the house of representatives and the senate at each regular session of the legislature.

(4) No person designated as a member of a class one through class three or class five board, commission, council, committee, or similar group may receive an allowance for subsistence, lodging, or

travel expenses if the allowance cost is funded by the state general fund. Exceptions may be granted under RCW [43.03.049](#).

[[2011 1st sp.s. c 21 § 62](#); [1990 c 30 § 2](#); [1983 1st ex.s. c 29 § 2](#); [1979 c 151 § 84](#); [1977 ex.s. c 312 § 2](#); 1975-'76 2nd ex.s. c 34 § 95; [1974 ex.s. c 157 § 1](#); [1967 ex.s. c 16 § 4](#); [1965 c 8 § 43.03.060](#). Prior: [1949 c 17 § 2](#); [1943 c 86 § 2](#); Rem. Supp. 1949 § 10981-2.]