

IT IS IMPORTANT FOR YOU TO KNOW:

The Per Diem Advance is not a loan.

The Per Diem Advance is not to pay for airfare or car rentals.

The Per Diem Advance is not to pay expenses for others.

TRAVELER'S RESPONSIBILITIES – PLEASE READ

Your lodging must be in a commercial facility. A commercial facility is defined as:

- a facility which has a tax ID number
- a facility which is open to the public
- a facility which is listed in advertisement publicizing availability to all

If you are renting an apartment or subletting we will need:

- a copy of the rental agreement
- an official receipt
- a copy of advertisement showing availability if there is no Tax ID number

A credit card receipt is not acceptable for reimbursement. You must provide a folio from the lodging facility listing the itemization of charges.

Upon immediate return from your trip:

- all receipts must be submitted to your Travel Coordinator
- TEV must be signed and submitted to Travel Office within 10 days after completion of trip as advances are time sensitive

While on the trip we suggest taking an envelope in which to save all receipts except those for food.

IF YOU HAVE QUESTIONS:

Please contact your department Travel Coordinator or the Travel Office at 206-543-5858.

STATE REGULATIONS

Default on Repayment of the Advance by Traveler

State Administrative Accounting Manual (SAAM) 10.80.60.e

■ When a traveler defaults in accounting for or repaying an advance, the full unpaid amount shall become immediately due and payable with interest of ten (10) percent per annum from date of default until paid.

■ To protect the state from any losses on account of travel advances made, the state has a prior lien against and shall withhold any and all amounts payable or to become payable by the state to such officer or employee up to the amount of such travel advance and interest at a rate of ten percent per annum until such time as repayment or justification has been made.

(RCW 43.03.180 through 43.03.190)