



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 ◊ Olympia, Washington 98504-1100

February 20, 2024

TO: Assistant Secretaries

FROM: Cheryl Strange, Secretary [Signature on file]

**SUBJECT: Exceptions to the Maximum Lodging Reimbursement
DOC Policy 200.900 Exception**

In certain situations, the maximum allowable lodging amounts may not be adequate to cover the cost of lodging. The Office of Financial Management (OFM) State Administration and Accounting Manual (SAAM) Chapter 10 has specific requirements to reimburse employees for the cost of lodging over the maximum per diem amount.

If the traveler knows in advance of travel that the cost will exceed the authorized per diem amount, the employee must seek pre-approval according to the authorizations below.

Assistant Secretaries may approve reimbursement not to exceed 150% of the maximum per diem rate for the following reasons:

1. When costs in the area have escalated for a brief period of time either during special events or disasters; OR
2. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs; OR
3. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.

When lodging reimbursement exceeds 150%, the Deputy Secretary must approve and ensure the following requirements of OFM SAAM 10.30.20.b are met:

1. The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events; AND
2. It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held; AND
3. The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher.

CS:amk

cc: Sean Murphy, Deputy Secretary
Todd Dowler, Chief Financial Officer
Anita Kendall, Senior Director Business Services
Sandra Morrison, Comptroller
Andrea Rowland, Disbursements and Cash Receipts Manager
Billie Peterson, Policy Manager