



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

April 3, 2024

TO: Assistant Secretaries

FROM: Cheryl Strange, Secretary [Signature on file]

**SUBJECT: Authorization for Direct Bill Lodging
DOC Policy 200.900 Exception**

Effective March 1, 2024, I am authorizing an update to DOC Policy 200.900 Travel Regulations to assist with the elimination of state issued travel cards.

DOC Policy 200.900 Section V. Direct Billing of Lodging Expenses Number B is replaced with the following:

Direct billing for lodging may be authorized by the:

1. Training and Development Unit as part of scheduled Academy training.
2. Reentry Center Administrator for audit teams.
3. Director of Safety for audit teams.
4. Director of PREA Services for PREA audit teams.
5. Audit Director/Ethics Administrator for Internal Audit teams.
6. Health Services Administrator for credentialed healthcare professionals' shortages.
7. Health Services Assistant Secretary for Healthcare Manager Meetings.
8. Emergency Operations Manager/Logistics Chief for Headquarters Emergency Operations Center (EOC) or Specialty Teams (i.e., Incident Response Teams) response.
9. Assistant Directors for Correctional Industries employees.

If you have any questions regarding Direct Bill lodging, please contact Andrea Rowland, Disbursements and Cash Receipts Manager. Thank you.

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