

10. The vendor may terminate this agreement upon giving thirty days written notice to the commission.

I HEREBY CERTIFY THAT I FULLY UNDERSTAND THE ARTICLES AND TERMS SET FORTH IN THE ABOVE AGREEMENT AND HAVE RECEIVED ALL NECESSARY EXPLANATIONS OF THE PERMIT OR CONTRACT AND THE VENDING FACILITY PROGRAM RULES AND HAVE RECEIVED WRITTEN COPIES THEREOF.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 19\_\_ (Vendor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 19\_\_ (Commission for the Blind)

[Statutory Authority: RCW 74.16.430(1), 74.16.450, and 74.17.040. 79-08-016 (Order 79-01), § 67-32-910, filed 7/10/79.]

Title 82 WAC

OFFICE OF FINANCIAL MANAGEMENT (Formerly: Office of Program Planning and Fiscal Management)

Chapters

- 82-16 Payment of tort claims against the state.
82-24 Moving expenses.
82-28 Travel regulations.

Chapter 82-16 WAC

PAYMENT OF TORT CLAIMS AGAINST THE STATE

WAC

- 82-16-010 Director--Agency head--Defined.
82-16-020 Directors' authority to pay exclusive--Certification of claims and judgment.
82-16-090 Reports to legislature.
82-16-900 Appendix A--Certificate of tort claim settlement.
82-16-9001 Appendix B--Attorney General's certificate on tort judgment.

WAC 82-16-010 Director--Agency head--Defined.

For the purposes of these rules "the director" means the director, office of financial management of the state of Washington. The chief administrative officer or the person or persons as charged by law with ultimate responsibility for administering the state agency will be referred to as "agency head". [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-010, filed 8/24/79; Order 32, § 82-16-010, filed 7/19/76; Order No. II, Regulation 1, filed 12/7/64.]

WAC 82-16-020 Directors' authority to pay exclusive--Certification of claims and judgment. Payment of claims and judgments arising out of tortious conduct or under and pursuant to 42 U.S.C. Sec. 1981 et seq. shall

not be made by any agency or department of state government with the exception of the director and he will authorize and direct payment of moneys only from the tort claims revolving fund whenever: (1) The agency head or the designee of any such agency head certifies, and it is attested to by the attorney general, that a claim has been settled for ten thousand dollars or less under the authority of RCW 4.92.140, or (2) the clerk of the court has made and forwarded a certified copy of a final judgment in a court of competent jurisdiction and the attorney general certifies that the judgment is final and was entered in an action based on a claim arising out of tortious conduct or under and pursuant to 42 U.S.C. Sec. 1981 et seq. [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-020, filed 8/24/79; Order 32, § 82-16-020, filed 7/19/76; Order 5, § 82-16-020, filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69; Order No. II, Regulation 2, filed 12/7/64.]

WAC 82-16-090 Reports to legislature. The director, upon request, will report to the legislature the status of the tort claims revolving fund, all payments made therefrom, all reimbursements made thereto, and the identity of agencies of state government whose operations and activities give rise to liability, including those agencies over which he does not have authority to revise allotments. [Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-090, filed 8/24/79; Order 5, § 82-16-090, filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69; Order No. II, Regulation 9, filed 12/7/64.]

WAC 82-16-900 Appendix A--Certificate of tort claim settlement.

CERTIFICATE OF TORT CLAIM SETTLEMENT

TO THE DIRECTOR, OFFICE OF FINANCIAL MANAGEMENT OF THE STATE OF WASHINGTON:

The Director of (Agency) of the State of Washington certifies as follows:

(1) That a claim based on the tortious conduct of the State of Washington has been settled, with the approval of the Attorney General, under authority of RCW 4.92.140, as amended.

(2) That the tortious accident, occurrence or event took place on or about (Date) at or near (Location), more particularly described in the claim filed with the chief fiscal officer of the executive branch, and that (Name) is claimant therein.

(3) That the full amount of the settlement is \$\_\_\_\_\_.

Payment in the amount of \$\_\_\_\_\_ may therefore be made from the Tort Claims Revolving Fund to (Name) (Address) in accordance with the provisions of RCW 4.92.160, as amended.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

-----  
Director of -----  
(Agency)

Approved by:

SLADE GORTON  
Attorney General

APPENDIX A

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Assistant Attorney General

[Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-900, filed 8/24/79; Order 5, Appendix A, (codified as WAC 82-16-900), filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69.]

**WAC 82-16-9001 Appendix B--Attorney General's certificate on tort judgment.**

ATTORNEY GENERAL'S  
CERTIFICATE ON TORT JUDGMENT

Plaintiff,  
vs.  
Defendant.)

To THE DIRECTOR, OFFICE OF FINANCIAL  
MANAGEMENT OF THE STATE OF  
WASHINGTON

IT IS HEREBY CERTIFIED That on ----- day of -----, 19--, a judgment was entered against the State of Washington in the above-entitled cause, ----- county cause no. -----, in the amount of \$----- plus costs of \$-----; and

IT IS FURTHER CERTIFIED That the judgment is based upon the tortious conduct of the State of Washington and that the judgment is final.

Payment in the amount of \$----- may therefore be made from the Tort Claims Revolving Fund to the clerk of the court for ----- county in accordance with the provisions of RCW 4.92.160, as amended.

DATED this ----- day of -----, 19--

SLADE GORTON  
Attorney General

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Assistant Attorney General

APPENDIX B

[Statutory Authority: RCW 4.92.170. 79-09-057 (Order 43), § 82-16-9001, filed 8/24/79; Order 5, Appendix B (codified as WAC 82-16-9001), filed 4/28/69, effective 5/30/69; Emergency Order 4, filed 3/27/69.]

Chapter 82-24 WAC  
MOVING EXPENSES

WAC	
82-24-010	Purpose.
82-24-020	Definitions.
82-24-050	New employees qualified to receive allowable moving expenses.
82-24-060	Responsibilities of agency head.
82-24-080	Moving household goods by common carrier.
82-24-090	Moving household goods in rental equipment.
82-24-100	Moving household goods in state-owned vehicles.
82-24-110	Mobile home moves.
82-24-130	Payment of moving expenses.

**WAC 82-24-010 Purpose.** (1) RCW 43.03.110, as amended, makes provision for each office, commission or department to move a transferred employee's household goods and effects to the employee's new station within the state at the expense of the state; or in the alternative, to defray the costs of such a move by common carrier or otherwise at the expense of the state, subject to regulation by the director, office of financial management. RCW 43.03.120 allows payment of moving expenses of newly hired employees, necessitated by acceptance of state employment.

(2) Chapter 43.19 RCW, the state purchasing statute, requires that all agency requests for the purchase of material, equipment and supplies are to be processed through the division of purchasing. Service contracts determined to be best purchased under the provisions of chapter 43.19 RCW must also be processed by the division of purchasing, unless authority has been specifically delegated by the division of purchasing.

(3) The policies and procedures set forth in chapter 82-24 WAC for payment of moving expenses are consistent with the statutory authorities cited in WAC 82-24-010(1) and (2). [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-010, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-010, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-020 Definitions.** (1) **Household goods.** Household goods include all household goods, personal effects and property used in a dwelling, and normal equipment and supplies used to maintain the dwelling, except for items covered in WAC 82-24-080 through 82-24-110.

(2) **Allowable moving costs - household goods.** Allowable moving costs - household goods include moving costs which may be paid for such household goods as are defined in WAC 82-24-020(1).

(3) **Relocation authorization form (A33).** The relocation authorization form, when properly filled out, constitutes the agency's authorization for a given move, and provides the basis for the state traffic manager to secure

the necessary transportation. Any move for which payment or reimbursement is to be made, must be recorded on a relocation authorization form and transmitted to the state traffic manager. Relocation authorization form A33 is to be used for moves by new employees and transferred employees and is available from the State Purchasing Division, Central Stores. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-020, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-020, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-050 New employees qualified to receive allowable moving expenses.** (1) Any agency may pay the moving expenses of a new employee necessitated by his acceptance of state employment, pursuant to mutual agreement with such employee in advance of his employment, provided that if such employee is in a classified service and that the employee has been duly certified from an eligible register. No offer or agreement for payment of moving expenses shall be made to a prospective member of the classified service prior to certification, except through appropriate public announcement by the department of personnel or other corresponding personnel agency.

(2) The payment of relocation expenses for new employees will be limited to those executive, professional or administrative personnel in supervisory positions or other personnel having both executive and professional status.

(3) When there is a demonstrable inability to fill a lower level position and when the filling of the position is essential in order to carry out the critically necessary work of the agency, the agency may obtain special authorization from the office of financial management to pay relocation expenses as an aid in filling the position.

In the case of classified employees, agencies should address their authorization requests jointly to the director of the office of financial management and to the director of the state department of personnel, or to the heads of other corresponding personnel agencies. The office of financial management will not authorize payment of moving expenses until advised by the appropriate personnel agency that it concurs with the need to pay moving expenses in order to fill the position.

In the case of exempt positions, authorization will be given only upon receipt of a written statement from the agency head.

The office of financial management will provide written authorization for payment of moving expenses when the agency:

(a) Can provide sufficient evidence of need with which the appropriate personnel department concurs. The agency should include in its request for special authorization for payment such evidence as prior recruiting efforts made to fill the position, the number of candidates on the register, salary differences between the state position and comparable positions in industry or other states, the distance the applicant needs to move in order to accept state employment, and other related evidence which supports the need to pay moving expenses.

(b) Can justify filling the position because of the critical nature of the work.

(c) Has the financial ability to pay the moving expenses.

(4) A provisional employee who is a successful candidate for a position in the classified service may be paid moving expenses if the position meets the requirements set forth in WAC 82-24-050(2) and (3). In addition, the appropriate personnel department must have made a public announcement of the intent to pay moving expenses to the successful candidate and the employee has incurred moving expenses in reliance upon such announcement, and that pursuant to the terms of the announcement he is informed that he is eligible to receive reimbursement only after becoming a member of the classified service. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-050, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-050, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-060 Responsibilities of agency head.** The agency head is responsible for: (1) Authorizing the move and approving the expenses to be allowed by the agency under the rules described in this chapter.

(2) Signing the relocation authorization form.

(3) Sending two copies of the relocation authorization form to the State Traffic Manager. Division of Purchasing, Department of General Administration. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-060, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-060, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-080 Moving household goods by common carrier.** (1) Allowable moving costs may be paid for up to 10,000 pounds of household goods including a reasonable allowance for packing, unpacking, insurance and (if authorized) 30 days storage in transit. Storage will be paid at either the origin or destination point of the move, but not at both places.

(2) Allowable moving costs may include insurance or transit protection costs. The maximum amount of state provided insurance is \$50,000 per move while in transit, in storage and delivery to or from the storage place. All adjustments of losses shall be based upon the depreciated value of the items claimed. Coverage in excess of \$50,000 may be secured at the employee's expense.

(3) Allowable moving costs may include a charge by the common carrier for appliance disconnect and hookup.

(4) Items *excluded* from allowable moving costs are:

(a) Movement of animals and articles of sentimental or high intrinsic value. The employee will personally arrange for and pay the costs of transportation of items such as jewelry, negotiables and collector items.

(b) Excessive hobby material and equipment, automobiles, boats, airplanes, camping vehicles and mobile homes which are not the primary residence of the employee, explosives and other dangerous goods, property liable to impregnate or otherwise damage the mover's equipment or other property, perishable foodstuffs subject to spoilage, building materials, fuel or other similar nonhousehold articles.

(c) Penalties imposed by a carrier as a result of negligence by the employee.

(d) Maid service or other third party convenience or services of a similar nature. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-080, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-080, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-090 Moving household goods in rental equipment.** (1) If the employee estimates that the truck or trailer rental costs for a move will be less than \$200, competitive bids are not required. The employee may select the rental unit, pay the rental and submit the receipt direct to the agency for reimbursement. It is not necessary for the agency to submit the receipt to the division of purchasing.

(2) If the employee estimates that the truck or trailer rental costs will be \$200 or more, the employee must obtain three competitive bids. Reimbursement to the employee will be at the rate of the lowest bid. Prior to reimbursement, a copy of the receipt and of the bids must be provided to the division of purchasing for approval.

(3) Allowable moving costs may include a mileage allowance for towing a trailer by personal automobile and may be paid at the standard mileage rate.

(4) Transit insurance cannot be provided by the division of purchasing for household goods moved by the employee in a rental truck or trailer. The employee may secure and be reimbursed for transit insurance up to a maximum of \$50,000 coverage on his household goods.

(5) The maximum allowable moving costs may not exceed the cost of moving a maximum of 10,000 pounds of household goods between the same origin and destination points by common carrier.

(6) Items *excluded* from allowable moving costs are:

(a) Movement of animals and articles of sentimental or high intrinsic value. The employee will personally arrange for and pay the costs of transportation of items such as jewelry, negotiables and collector items.

(b) Excessive hobby material and equipment, automobiles, boats, airplanes, camping vehicles and mobile homes which are not the primary residence of the employee, explosives and other dangerous goods, property liable to impregnate or otherwise damage the mover's equipment or other property, perishable foodstuffs subject to spoilage, building materials, fuel or other similar nonhousehold articles.

(c) Penalties imposed by the rental agency as a result of negligence by the employee.

(d) Maid service or other third party convenience or services of a similar nature. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-090, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-090, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-100 Moving household goods in state-owned vehicles.** (1) The driver of the state-owned vehicle must possess a valid driver's license. It is the responsibility of the agency to provide an experienced truck

driver when the employee does not have adequate truck driving experience.

(2) Any reimbursement for containers, time spent packing, moving the household goods to the new location and unpacking shall be at the discretion of the agency.

(3) Transit insurance cannot be provided by the Division of Purchasing for goods moved by employees in state-owned vehicles. The employee may secure and be reimbursed for transit insurance up to a maximum of \$50,000 coverage on his household goods. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-100, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-100, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-110 Mobile home moves.** (1) Allowable moving expenses may be paid for a mobile home which is the primary residence of the employee, provided the move is not within the same metropolitan area.

(2) Allowable moving costs may include the cost of having the mobile home moved by a professional mover. Allowable moving costs may include a combination of costs resulting from moving household goods by a common or other carrier and moving the mobile home by a professional mover.

(3) Allowable moving costs may include packing of contents of the mobile home and normal preparation of the mobile home for over-the-road movement.

(4) Transit insurance cannot be provided by the division of purchasing for mobile home moves. The employee may secure and be reimbursed for transit insurance up to a maximum of \$50,000 coverage.

(5) The maximum allowable moving costs may not exceed the cost of moving a maximum of 10,000 pounds of household goods between the same origin and destination points by common carrier.

(6) Items *excluded* from allowable moving costs are:

(a) Wrecker services necessary to place the unit in position for over-the-road movement; tire failure; temporary carriage or the installation of a removable undercarriage; movement or replacement of outside fuel tanks; and any costs incurred to bring the mobile home up to safety requirements for over-the-road movement.

(b) Penalties imposed by the mover as a result of negligence by the employee. [Statutory Authority: RCW 43.03.120. 79-09-056 (Order 42), § 82-24-110, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-110, filed 4/4/68, effective 5/6/68.]

**WAC 82-24-130 Payment of moving expenses.** (1) The employee will be responsible for payment of moving expenses in excess of the allowable costs set forth in this chapter.

(2) The state traffic manager, division of purchasing will advise state agencies of the proportionate share of the costs to be borne by the state and by the employee, when the total charges exceed the allowable costs. Charges are prorated on the basis of a ratio of 10,000 pounds to the total weight and will include all costs essential to the physical move of goods as a single unit.

(3) Agencies should pay the entire amount of the carrier invoice and separately recover from the employee

his proportionate share of the cost of the move. The state agency must collect the employee's share of the cost of the move *prior* to payment of the carrier's invoice. (The state Constitution prohibits state agencies from collecting the employee's share of the cost *after* payment has been made to the carrier.)

(4) The premium for the state household goods blanket insurance policy will be billed monthly by the department of general administration to agencies for employee moves covered by the policy during the month. [Statutory Authority: RCW 43.03.120, 79-09-056 (Order 42), § 82-24-130, filed 8/24/79, effective 10/1/79; Order 3, § 82-24-130, filed 4/4/68, effective 5/6/68.]

### Chapter 82-28 WAC TRAVEL REGULATIONS

WAC	
82-28-010	Control of travel.
82-28-040	Basis for reimbursement.
82-28-050	Allowance in lieu of actual expenses for subsistence and lodging.
82-28-06001	Special allowances for higher than usual subsistence and lodging cost areas.
82-28-080	Reimbursement for use of privately-owned automobiles.
82-28-130	Receipts and information required in support of travel expense vouchers.
82-28-190	Use of privately owned automobile.
82-28-230	Prospective employee interview expenses.

**WAC 82-28-010 Control of travel.** (1) A positive system of control over travel, reimbursable under these regulations, shall be established by each agency providing for authorization or approval by the agency head or his designee. Authorization of travel should be exercised through the use of Travel Authorization Form A-40, or through other equally effective means. A travel authorization form shall be used whenever a travel advance is required by an employee. Travel Expense Vouchers (Form A-20) must also be approved by the agency head or his designee in the space provided on the form.

(2) Officers and employees are expected to exercise prudent judgment in incurring travel expenses on official state business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of employees from an agency attending a particular meeting should be the minimum necessary consistent with the benefit to be derived therefrom.

(3) The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more employees to travel on official business in one car, they should do so.

(4) Before placing an employee on travel status, the agency should determine whether it is more economical to reimburse the employee for subsistence and/or lodging, or require the employee to return to his official station or residence daily or on weekends.

(5) For purposes of these regulations, "In-State Travel" includes travel within the state of Washington and shall be reimbursed at "In-State Travel" rates.

(6) Transportation shall be by tourist class. All exceptions must be approved by the agency director.

(7) For purposes of these regulations, "High Cost Cities—U.S.A." are specific cities within the Continental United States and "High Cost Cities—Foreign" are specific cities or areas in Hawaii, Alaska and elsewhere outside of the Continental United States. [Statutory Authority: RCW 43.03.050 and 43.03.060, 79-04-010 (Order 41), § 82-28-010, filed 3/12/79, effective 4/15/79; Order 30, § 82-28-010, filed 6/1/76; Order 14, § 82-28-010, filed 7/27/71; Order 8, § 82-28-010, filed 6/16/70.]

**WAC 82-28-040 Basis for reimbursement.** (1) Reimbursement for subsistence and lodging expenses incurred on official business shall be on an actual expense basis, an allowance basis in lieu of actual subsistence and lodging or a combination of both. However, total reimbursement shall not exceed the per diem allowance specified herein. Reimbursement shall be for all authorized travel, subject to the restrictions provided herein, but shall not be for expenses incurred at the official station or official residence of the traveler.

(a) The official station is the city, town or other location where the employee's office is located or the city, town or location where his work is performed on a permanent basis. An employee's official station shall be designated by the agency. It shall be determined by the needs of the agency and not assigned because it is the home or preferred living area of an employee.

(b) The official residence is the location where an employee owns a house or rents an apartment away from his official station, which is used as a domicile by him or his family.

(c) If an employee's official residence is not located within the limits of his official station, travel expense when authorized shall be allowed from his official station or official residence, whichever is less.

(2) Agencies shall not use the method of actual reimbursement or per diem reimbursement to treat any employees differently under like travel circumstances. In addition, employees shall be notified prior to commencement of the travel on official business as to their basis of reimbursement.

(3) Reimbursement shall be allowed only where the number of travel hours of an employee, BEFORE and/or AFTER the employee's REGULARLY SCHEDULED WORKING HOURS of any one day total three or more, except that the agency head may authorize reimbursement for the actual cost of luncheon or dinner meals for inter-agency meetings, or intra-agency meetings for agencies with multiple work stations throughout the state, when such meetings ARE AWAY FROM THE OFFICIAL STATION OR RESIDENCE, without regard to the travel hours as follows:

(a) Where the meals are scheduled as an integral part of an official proceeding or program related to the state's business and the employee's responsibility, or

(b) Where, in the course and scope of official business while on travel status, it is necessary for the employee to incur the cost of a meal with one or more individuals

with whom his business is being conducted, other than state employees. In such cases the actual reasonable cost of the employee's own meal may be reimbursed, if it is expressly approved in writing by the agency head. The required approval may be endorsed either on a travel authorization form or on the employee's travel expense voucher. A justification supporting the authorization including the name of the organization or persons attending the meeting and its purpose or accomplishments must be included on the Travel Expense Voucher under Purpose of Trip. If additional space is required for the justification, use the back side of the voucher.

(4) Per diem shall be computed on a daily basis, using 12:00 midnight as the beginning and end of each day.

(5) For attendance at seminars or professional meetings as opposed to directed or administrative travel, reimbursement may be at less than the maximum rates established herein, provided however, that in all instances reimbursement at a lower rate is acceptable to the employee.

(6) Reimbursement for out-of-state travel will be paid at the out-of-state rate from the time of the employee's departure from his official station, residence, or point of any "In-State" stopovers. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-040, filed 3/12/79, effective 4/15/79; Order 30, § 82-28-040, filed 6/1/76; Order 14, § 82-28-040, filed 7/27/71; Order 8, § 82-28-040, filed 6/16/70.]

**WAC 82-28-050 Allowance in lieu of actual expenses for subsistence and lodging.** (1) When reimbursement for subsistence and lodging in a commercial facility (a public facility selling lodging accommodations to travelers) is authorized, a rate of \$35.00 per day shall be allowed for travel within the state of Washington and \$40.00 per day for travel outside the state of Washington except for those cities in-state and out-of-state designated High Cost Cities—U.S.A. and High Cost Cities—Foreign (see WAC 82-28-06001). When travel is for a period of less than 24 hours but involves lodging in a commercial facility, reimbursement will be at the rate of \$1.46 per hour in-state and \$1.67 per hour out-of-state. The name of the commercial facility used must be shown on the travel expense voucher.

(2) When lodging expenses are not incurred, per diem that reflects reimbursement for subsistence costs only will be paid. The per diem will be \$1.50 per hour limited to a maximum of 10 hours in any 24 hour period for both in-state and out-of-state travel.

(3) When an employee uses a travel trailer or camper in lieu of commercial lodging facilities for his own convenience, he shall be reimbursed for the actual space rental cost as evidenced by a receipt. Reimbursement for subsistence costs will be at the rate of \$1.50 per hour, limited to a maximum of 10 hours in any 24 hour period. Under no circumstances, will reimbursement exceed the \$35.00 or \$40.00 per day maximums established for in-state and out-of-state travel respectively.

(4) Exceptions to subsection (3) above may be made when in the opinion of the agency director suitable commercial lodging is not available, state lodging is not provided, and there is a benefit to the state for the employee to remain at his temporary work station rather than commute to suitable lodging.

With the concurrence of the employee, the agency director may authorize in such circumstances the use of a privately-owned travel trailer or camper, and reimburse the employee at the \$35.00 and \$40.00 per day maximums established for in-state and out-of-state travel reimbursement. High cost area rates will not apply to reimbursement for use of trailers or campers.

(5) Per diem allowance shall not be authorized under any of the following conditions:

(a) When the employee will not incur expenses for lodging because it is furnished by a state agency.

(b) When an employee will not incur expenses for meals because they will be furnished by a state agency.

(c) When it is evident that actual costs of subsistence and lodging will be significantly less than the per diem allowance.

(6) When per diem is not authorized, employees shall be reimbursed within the limits of these regulations for actual costs which have been incurred for subsistence and lodging.

(7) Where the cost of meals is included in the registration fee of a meeting, conference or convention, an appropriate deduction therefor shall be made from the authorized per diem allowance.

(8) Except as otherwise provided by law, those persons appointed to serve without compensation on any state board, commission or committee, if entitled to reimbursement of travel expenses, shall be reimbursed as follows:

(a) Those individuals who serve on any part time board, commission, council, committee or other group of similar nature which is established by executive, legislative or judicial branch to participate in state government and whose function is primarily an advisory, coordinating or planning capacity, shall be paid travel expenses at the hourly rate of \$1.46 or \$1.67 for in-state or out-of-state respectively, for each hour spent in going to, attendance at the meeting and return to home.

(b) Those individuals who serve on any part time board, commission, council, committee or other group of similar nature which has rule-making authority, performs quasijudicial functions, has responsibility for the administration or policy direction of a state agency or program, or performs regulatory or licensing functions with respect to a specific profession, occupation, business or industry, shall be paid \$35.00 or \$40.00 per day for in-state or out-of-state respectively, for each day or portion thereof spent in the conduct of the board, commission, council, etc., business. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-050, filed 3/12/79, effective 4/15/79; Order 37, § 82-28-050, filed 12/1/77, effective 1/1/78; Emergency Order 36, § 82-28-050, filed 10/1/77; Order 35, § 82-28-050, filed 9/1/77, effective 10/1/77; Order 30, § 82-28-050, filed 6/1/76; Order 18, § 82-

28-050, filed 6/24/74; Order 15, § 82-28-050, filed 2/16/72; Order 14, § 82-28-050, filed 7/27/71; Order 8, § 82-28-050, filed 6/16/70.]

**WAC 82-28-06001 Special allowances for higher than usual subsistence and lodging cost areas.** (1) The following categories of cities are considered high cost areas and officials or employees shall be reimbursed subsistence and lodging expenses as follows:

(a) High Cost Cities—U.S.A. The actual cost of lodging as evidenced by a receipt, plus subsistence based on \$1.50 per hour limited to a maximum of 10 hours in any 24 hour period, total reimbursement for subsistence and lodging not to exceed the maximum reimbursement rate established for a particular city by the federal government and promulgated annually by the office of financial management.

(b) High Cost Cities—Foreign. Reimbursement for subsistence and lodging expense shall be at the maximum rate established for a particular city by the federal government and promulgated annually by the office of financial management. The hourly rate will be determined by dividing the reimbursement rate by 24.

(2) The office of financial management shall publish prior to July 1 of each year, the list of cities and maximum allowance for subsistence and lodging for each city as established by the federal government and in effect at the time of publication. The list of cities and allowances shall be effective for the entire ensuing fiscal year. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-06001, filed 3/12/79, effective 4/15/79; Order 37, § 82-28-060 (codified as WAC 82-28-06001), filed 12/1/77, effective 1/1/78; Emergency Order 36, § 82-28-060 (codified as WAC 82-28-06001), filed 10/1/77; Order 35, § 82-28-060 (codified as WAC 82-28-06001), filed 9/1/77, effective 10/1/77.]

**WAC 82-28-080 Reimbursement for use of privately-owned automobiles.** (1) Reimbursement shall be allowed at a rate not to exceed 16¢ per mile for official travel. Mileage between points in the state shall be determined on the basis of the distances shown on the latest state Highway Commission map, and the out-of-state mileage on the basis of standard highway mileage guides or by speedometer readings. "Vicinity" miles as determined by speedometer readings shall be shown on the voucher as a separate figure for each day's travel.

(2) When an official or employee requests to use a privately-owned vehicle in lieu of a state-owned or operated passenger motor vehicle that is available for use, and the request is approved by the agency head or his designee, the official or employee shall be reimbursed at a rate not to exceed 12¢ per mile.

(3) Reimbursement shall be payable to only one of two or more employees traveling on the same trip in the same automobile. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-080, filed 3/12/79, effective 4/15/79; 78-06-027 (Order 39), § 82-28-080, filed 5/18/78, effective 7/1/78; Order 35, § 82-28-080, filed 9/1/77; Order 30, § 82-28-

080, filed 6/1/76; Order 18, § 82-28-080, filed 6/24/74; Order 8, § 82-28-080, filed 6/16/70.]

**WAC 82-28-130 Receipts and information required in support of travel expense vouchers.** (1) Reimbursement for the actual cost of lodging, or for lodging in designated High Cost Cities—U.S.A. must be supported by a valid receipt from a commercial facility.

(2) Receipts for allowable expenditures for amounts in excess of \$5.00, plus any applicable tax, shall be required for sundry expenses and attached to the voucher, except for:

(a) Day parking fees;

(b) Transit fares, ferry fares, bridge and road tolls, and taxi and limousine fares when necessary and on official business;

(c) Telephone calls where it is necessary to use a coinbox telephone or where the telephone call cannot be charged to the employee's office telephone extension.

(3) Exact time of departure and return shall be shown on the expense voucher and shall be designated as A.M. or P.M.

(4) When a state car is used, this fact shall be shown on the voucher.

(5) When two or more employees are traveling together in one car, each must indicate this fact, naming on his expense voucher the persons with whom he was traveling and the travel destination of each.

(6) When a privately owned automobile is used and reimbursement requested, the voucher shall show approval or authorization for its use.

(7) The voucher shall not include expenses for supplies exceeding \$5.00 plus applicable tax. Such items must be purchased in accordance with requirements prescribed for regular purchases. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-130, filed 3/12/79, effective 4/15/79; Order 15, § 82-28-130, filed 2/16/72; Order 14, § 82-28-130, filed 7/27/71; Order 8, § 82-28-130, filed 6/16/70.]

**WAC 82-28-190 Use of privately owned automobile.** (1) The use of a privately-owned automobile in the conduct of official state business may be authorized by the agency head or his designee for any one of the following reasons:

(a) A state-owned agency or motor pool passenger motor vehicle is not available.

(b) It is found to be more advantageous and economical to the state that an employee travel by a privately-owned vehicle rather than a common carrier or a state-owned or operated passenger motor vehicle as determined by use of cost-comparison data provided by the Department of General Administration, the \$5.00 minimum charge for use of state motor pool vehicles and consideration of other factors which provides the most advantageous and economical method of travel for the state.

(2) Normally, the use of a privately-owned vehicle shall be based upon the agency work requirements and not the personal preference or convenience of an employee. However, when an employee requests to use a

privately-owned vehicle in lieu of a state-owned or operated passenger motor vehicle that is available for use, and the request is approved by the agency head or his designee, the employee shall be reimbursed at a rate which will be promulgated periodically by the Office of Financial Management.

(3) The driver of a privately-owned vehicle authorized for use in the conduct of official state business must possess a valid driver's license. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-190, filed 3/12/79, effective 4/15/79; Order 30, § 82-28-190, filed 6/1/76; Order 8, § 82-28-190, filed 6/16/70.]

**WAC 82-28-230 Prospective employee interview expenses.** (1) Statement of Policy. RCW 43.03.130 provides in part that any state agency may pay a prospective employee the necessary travel expense in connection with interviewing or examining said employee. It is the responsibility of the agency head to determine that frugality is being exercised.

(2) Prospective Employees Defined. Prospective employees are limited to applicants for the position of director, deputy director, assistant director, state supervisor or equivalent or higher position, engineers or other personnel having both executive and professional status. In the case of institutions of higher education, prospective employees are limited to applicants being considered for academic positions above the rank of instructor and professional or administrative employees in supervisory positions.

(3) Travel Expenses Defined. (a) Travel expenses are defined as necessary expenses, reimbursable by law to a state employee, which have been incurred by a prospective employee in traveling to and from a designated place for an interview or merit system examination. Travel expenses authorized for this purpose shall be payable at rates prescribed by law for state employees within the standards established by these regulations.

(b) For subsistence and lodging, reimbursement shall be on the same basis as for state employees. For prospective employees traveling only within the state of Washington, reimbursement for subsistence and lodging shall not exceed \$35.00 per day except in a designated high cost city as provided in WAC 82-28-06001. For prospective employees traveling from outside the state of Washington, reimbursement shall not exceed \$35.00 per day in the state of origin, and \$40.00 per day outside the state of origin. Reimbursement for travel shall be limited to the time required to travel by the most expeditious means.

(c) Transportation expenses shall be authorized in an amount not to exceed the tourist round trip air fare.

(d) Other reimbursable expenses shall include necessary costs incurred in travel by taxicab, bus, rental vehicle or other conveyance from and to the common carrier terminal or place of abode of the prospective employee, as required for the interview or examination.

(4) Mode of Payment. (a) It is contemplated that the agency will reimburse the prospective employee for

travel expenses incurred after the prospective employee submits an itemization of such expenses on an invoice voucher (Form A19) in the same detail as required for travel reimbursement to state employees.

(b) When an applicant is called to be interviewed by or on behalf of more than one agency, the travel expenses may be paid directly by the state department of personnel or other corresponding personnel agencies, subject to reimbursement by the interviewing agencies on a pro rata basis.

(5) Prior Authorization Required. If the prospective employee is applying for a classified position, it will be necessary for the interviewing agency to secure prior authorization of the state department of personnel or other corresponding personnel agency before offering to pay said prospective employee's travel expenses. [Statutory Authority: RCW 43.03.050 and 43.03.060. 79-04-010 (Order 41), § 82-28-230, filed 3/12/79, effective 4/15/79; Order 37, § 82-28-230, filed 12/1/77, effective 1/1/78; Emergency Order 36, § 82-28-230, filed 10/1/77; Order 35, § 82-28-230, filed 9/1/77, effective 10/1/77; Order 18, § 82-28-230, filed 6/24/74; Order 14, § 82-28-230, filed 7/27/71; Order 8, § 82-28-230, filed 6/16/70.]

## Title 106 WAC

### CENTRAL WASHINGTON UNIVERSITY

#### Chapters

106-08	Practice and procedure.
106-72	Human rights policy.
106-112	Personnel rules.
106-116	Parking and traffic regulations.
106-120	Student rights and responsibilities policy.
106-124	General conduct--Rights and responsibilities of college community members.
106-136	Use of college facilities.
106-140	Use of college facilities--Business office.
106-156	College housing and dining hall services policy.
106-160	Admission and registration procedures.
106-164	Bid procedures.
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106-276	Public records and legislative liaisons.

#### Chapter 106-08 WAC

#### PRACTICE AND PROCEDURE

#### WAC

106-08-001	Regular meeting [time].
106-08-005	Definitions.
106-08-080	Notice and opportunity for hearing in contested cases.

**WAC 106-08-001 Regular meeting [time].** The regular meetings of the Board of Trustees of Central Washington University shall be held quarterly in room