



TRANSPORTATION IMPROVEMENT BOARD Frequently Asked Questions About Travel

WHO IS THE TIB CONTACT FOR TRAVEL ARRANGEMENTS & QUESTIONS?

Gena Workman can be reached by email at genaw@tib.wa.gov.

HOW DO I RECEIVE TRAVEL REIMBURSEMENTS?

The Vendor/Payee Registration (W-9) Form **must be completed and submitted to the Office of Financial Management (OFM)** prior to receiving any travel reimbursements through the Travel and Expense Management System (TEMS). Board members will be issued a *new* Washington Statewide Vendor Number (SWV) specific to the TIB. (Existing SWV numbers cannot be used.) W-9 Form Link: [statewidePayeeRegistrationForm.pdf \(wa.gov\)](#) / Changes to W-9 Form Link: [Payee/VendorChange.pdf](#)

CAN I RECEIVE DIRECT DEPOSITS?

Yes. To set up direct deposit, please complete the Direct Deposit Authorization Form: [VendorEFT.pdf \(wa.gov\)](#)

HOW IS MY REIMBURSEMENT PROCESSED?

During the week following the Board meeting, Gena will prepare your *estimated* travel reimbursement and email you a printout to review for approval. At this time, you may also inform Gena of any miscellaneous travel expenses incurred (see below for qualifying expenses). Upon your approval, Gena will submit your travel request to the TIB Executive Director for approval.

WHEN CAN I EXPECT TO RECEIVE MY REIMBURSEMENT CHECK?

Reimbursement checks should be received within seven to ten business days after the Board meeting.

WHAT TRAVEL EXPENSES ARE REIMBURSABLE?

Board members are reimbursed for the maximum allowable travel expenses under the guidelines set forth by the OFM in Section 10 of the State Administrative and Accounting Manual (<http://www.ofm.wa.gov/policy/10.htm>) and TIB's Travel Policy (POL 407-110) for state employees, which includes the following six items:

1) **MEALS – Receipts for meals are not required**

Board members must be in overnight travel status on official Board business during the entire *regularly scheduled working hours of 8 a.m. - 5 p.m.* and during the agency-defined meal periods as defined below:

Breakfast- Must be in travel status continuously for at least 1.5 hours immediately prior to the start of the regularly scheduled shift.

Lunch- Must be in travel status during the entire department determined mid-shift (lunch) meal period. This period is the time the employee normally eats or, if eating times varies, one-halfway through the regular schedule.

Dinner- Must be in travel status continuously for at least 1.5 hours immediately following the end of the regularly scheduled shift.

Non-overnight Travel Rule: Board members may be reimbursed for meal expenses when *in travel status for at least five hours* to perform official business of the board. Non-overnight meal reimbursement is subject to federal taxes (OFM Policy 10.40.60; IRS Publication 463).

Meal Allowance: This varies by county and is based on a per diem rate system (see per diem rates at <https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>). Costs incurred by the traveler that exceed the allowed per diem rate are the responsibility of the traveler (OFM Policy 10.20; 10.40).

- 2) **LODGING** – Board members are eligible for at least one overnight stay if traveling *50+ miles* from home/workstation to Board meeting location. If drive time is *3 hours 45 minutes* or longer, then members are eligible for two nights' stay.

A block of hotel rooms will be setup at the allowable government rate, and Gena will make reservation for each Board member. The cost is directly billed to TIB (TIB Policy 817), so Board members do not pay directly for lodging. Since TIB is subject to attrition rates set by the hotel, it is important to notify Gena as soon as possible if you plan to stay one or two nights or if you need to cancel lodging.

*****Board meetings and lodging are typically held at the same hotel*****

- 3) **MILEAGE** - Board members are entitled to reimbursement for Privately Owned Vehicle (POV) mileage while on official state business. Gena will use the TEMS point-to-point (official work site to the Board meeting site) mileage tool for calculating mileage reimbursement. Vicinity mileage (OFM Policy 10.50.20.a & b) may also be claimed when using your POV for driving from the hotel to the meeting site or driving in the local region to review TIB projects. When two or more travelers are traveling in the same vehicle, mileage reimbursement can only be claimed by one traveler. (current mileage rates <http://www.ofm.wa.gov/policy/10.90a.pdf>.)

- 4) **AIRFARE** – Notify Gena of your flight date/time preference, and she will make your Alaska Airline reservations using the state contract, which is fully-refundable and directly billed to TIB.

- 5) **CAR RENTAL** – Notify Gena of your car rental needs, and she will make your car rental reservation using the state contract, which is typically directly billed to TIB. On occasion, the Board member pays out-of-pocket for car rentals made by TIB and in those instances, receipts will need to be emailed to Gena.

The state contract for renting motor vehicles *includes* full insurance coverage, and the state *will not* reimburse travelers for any additional insurance coverage purchased (OFM Policy 10.50.35.f). The state contract for rental cars requires the renter to refuel prior to returning the vehicle, so do not prepay fuel at the rental facility. For reimbursement, please email fuel receipts to Gena.

- 6) **MISCELLANEOUS TRAVEL EXPENSES - Receipts not required if less than \$50 expense**
Miscellaneous travel expenses incurred during official state business are reimbursable. This includes (but is not limited to) parking expenses, taxi fares, transit fares, motor vehicle rentals, and ferry and bridge tolls.

CAN I RECEIVE REIMBURSEMENT IF I ATTEND AN EVENT ON BEHALF OF TIB?

Yes. If you attend an event (e.g., ribbon cutting, groundbreaking, etc.) on behalf of TIB that has been authorized in advance by the Chair, you are entitled to per diem. If you choose to receive reimbursement, please let Gena know so she will include it on your travel expense voucher.

IS A STATE TRAVEL CREDIT CARD AVAILABLE?

Board members are allowed to receive a state travel credit card, which can be used for meals only. The billing process for a state travel credit card works much like a personal credit card. Once charges are incurred, a monthly statement is sent to the address specified by the cardholder. Your reimbursement check for these charges will arrive before the travel card statement. If you would like a state travel credit card, please email Gena.