

**POLICY NUMBER:** 2.00.260**EFFECTIVE DATE:** 6/18/15**TITLE:** Board Member Travel and  
Expense Reimbursement**SUPERSEDES:** 6/21/12**BOARD ADOPTION:** 6/18/15**APPROVED:** 

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**TRAVEL**

RCW [43.33A.050](#) authorizes travel expense compensation for travel to and from Board and Committee meetings, approved conferences and seminars, and other approved meetings directly related to statutorily prescribed duties of the Washington State Investment Board (WSIB) under rules established by the Office of Financial Management (OFM).

Except for attendance at Board and Committee meetings, approval for travel to conferences, seminars, training events, and other approved meetings shall be requested in advance using the Travel Request Form. In compliance with the Board's Conflict of Interest policy, this request shall be sent to the Board Chair through the Executive Director for approval. The Executive Director approves the Board Chair's request.

All travel arrangements must be made by the Confidential Secretary or the agency's Travel Administration and purchased with the Central Travel Account per OFM guidelines. Personal side trips, per OFM policy 10.20.40.d, are allowable if the primary purpose of the trip is official state business related and the agency does not incur additional expense. Members should notify the Confidential Secretary before making their side trip arrangements to ensure there will be no additional expense to the agency.

Upon completion of travel, members may request reimbursement for eligible expenses by submitting receipts, when required, to the Confidential Secretary.

**TRAVEL AND STATE RULES**

Members may be reimbursed for per diem and other travel expenses incurred while conducting statutorily prescribed duties of the WSIB. Per diem rates vary according to location and are subject to change.

Basic travel rules are:

- Lodging expense is authorized if required to stay overnight or traveling more than 50 miles from the closer of either the member's official place of business or residence. The actual expense, documented by a receipt, up to the maximum state rate is allowable. Some exceptions apply;
- Deductions to the daily meal allowances will be made for meals included as part of the registration fee for conferences, seminars, or provided at meetings;
- Entertainment, alcoholic beverages, and other personal expenses are not reimbursable;
- Travel is authorized for the most direct route; and

- Private car mileage may be claimed only by one member regardless of the number of members traveling together.

Members are encouraged to familiarize themselves with the Board's Conflict of Interest policy which addresses conflicts of interest, acceptance of gifts, and participation at events sponsored and/or paid by third parties.

#### **POLICY REVIEW**

The Board shall review this policy at least once every three (3) years to ensure that it remains relevant and appropriate.

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Policy Revised 1/16/04  
Reviewed 4/17/08  
Revised 4/16/09  
Revised 6/21/12  
Revised 6/18/15