

**POLICY NUMBER:** 2.00.260**EFFECTIVE DATE:** 12/16/21**TITLE:** Board Member Travel and  
Expense Reimbursement**SUPERSEDES:** 11/15/18**BOARD ADOPTION:** 12/16/21**REVIEWED:**

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**TRAVEL**

RCW [43.33A.050](#) authorizes travel expense compensation for Board member 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, Board member travel to conferences, seminars, training events, and other approved meetings shall be approved in advance by the Board Chair. Requests shall be sent to the Board Chair for approval through the Chief Executive Officer (CEO). The CEO approves the Board Chair's travel requests. All travel decisions are made in accordance with the State Administrative and Accounting Manual (SAAM).

Generally, all Board member travel arrangements must be made by the Confidential Secretary or the agency's Travel Unit following OFM guidelines. Personal side trips, per OFM policy 10.20.40.d, are allowable if the primary purpose of the trip is for official state business and the agency does not incur additional expense. Board members should notify the Confidential Secretary before making side trip arrangements to ensure there will be no additional expense to the agency.

Upon completion of travel, Board members may request reimbursement for eligible expenses by submitting to the Confidential Secretary a list of expenses incurred and any required receipts.

**TRAVEL AND STATE RULES**

Board members may be reimbursed per diem rates for meals and lodging, along with 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:

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

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

Board members are encouraged to familiarize themselves with the Conflict of Interest – Recusal Policy 2.00.101; Gifts Policy 2.00.102; and Travel Reimbursements by Investment Partners and Others Policy 2.00.105, which address 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  
Revised 11/15/18  
Revised 12/16/21