



FINANCIAL TIMES

*WA ST CONSERVATION
COMMISSION*

04/16/2015

Tribal Outreach and Partnership Training Seminar

SCC appreciates and places a very high value on the work of the Tribal Outreach Task Force and scheduling of this event. As a reminder, SCC will reimburse your district for the following costs:

- 2 registrations from your district @ \$100 each (1 district supervisor and 1 district staff member).
- At least 1, no more than 2, overnight rooms for 1 night, at the Kiana Lodge @ \$83 night.
- Per Diem at the following rate, (if requirements are met) – breakfast day 1; and lunch day 2.
- Mileage reimbursement (1 vehicle per district).

Reimbursement will be made on actual travel costs and amended into the grant once the voucher and subsequent receipts have been received.

Travel Tip:

Since travel reimbursement is a complicated issue, we are now aiming to bring you a monthly travel tip with rotating subjects. We hope you find this informative and helpful!

Per Diem Mobile App!

Did you that GSA has recently released a per diem rate mobile app?! This is an easy new tool that employees can access to make sure their room and meal purchases are at the correct per diem rate! This app is available for iPhone, blackberry, and android platforms to accommodate all phone devices. The app includes the Federal per diem rates for the entire country and its territories. The program is set up very similar to the GSA website and is very easy to navigate. What will they come up with next!?! 😊

Home | Mobile Site | Newsroom | Regions | Staff Directory | Careers | Forms | e-Tools | QuickLinks

GSA U.S. General Services Administration Search

WHAT GSA OFFERS | DOING BUSINESS WITH GSA | LEARN MORE | BLOG

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem >

Per Diem

- Overview
- FY 2015 Per Diem Highlights
- Per Diem Mobile App**
- FAQ
- Per Diem Contacts
- M&IE Breakdown
- Factors Influencing Lodging Rates
- Fire Safe Hotels
- Per Diem Rates
- Per Diem Files (Archived)
- Per Diem Mobile Blackberry File Download

Per Diem Mobile App

Available on the iPhone



Get it at



Available on the Android Market



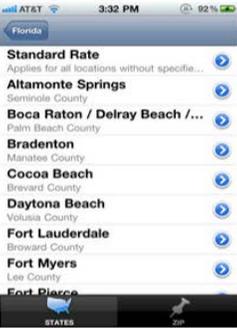


This app allows travelers to look up Federal government per diem rates by city/state and ZIP code in locations throughout the United States and its territories. Per diem is the daily allowance for lodging (excluding taxes), meals and incidental expenses.

These rates are established by the General Services Administration for destinations in the lower 48 contiguous United States, and by the U.S. Department of Defense for locations in Alaska, Hawaii and the U.S. territories. The U.S. Department of State sets rates for foreign travel locations.

Note: Blackberry users must have BlackBerry App World installed to download the app. From your BlackBerry smartphone, visit www.blackberry.com/appworld/download. Also see notes below*

Download restrictions? Visit our [Mobile App Download](#) page.





* Blackberry users, if the App World icon appears on your phone, but it has not been installed:
1. Click on "Application Center" icon, find and install "BlackBerry App World" App.
2. Reboot your Blackberry device.
3. Click on "BlackBerry App World" icon to open App world from your Blackberry home screen.
4. Search for "per diem" or click Category and navigate to Travel Planning and scroll to find GSA per diem app.
5. Select and install per diem app.
6. After successful installation, per diem app will be available in download folder of your blackberry device.

Last Reviewed 2014-12-02

<http://www.gsa.gov/portal/content/302273>

Did You Know

GSA Auctions

Did you know that the General Services Administration (GSA) [auctions off surplus government property](#), from office furniture to automobiles and industrial machinery? They even auction off real estate. It's ideal for small businesses to get started, or for larger businesses to expand – at far less cost.

This could be a great resource for districts to use to get needed items cheaper than buying them new.

<http://gsaauctions.gov/gsaauctions/gsaauctions/>

Reminders

CPDS Information

Want to know more about CPDS or having some trouble? Check out the new FAQ section on our website! Here you can find the User's Guide and troubleshooting tips! Let us know if there is a topic you would like to see in this section!

Here is the link to the CPDS page: <http://scc.wa.gov/cpds-2/>

Grants & Contracts Procedure Manual

The draft Grants & Contracts Procedure Manual was sent out to all districts on 3/26/2015 asking for comments and feedback. We have received comments from some districts, but just want to remind you that we would love to hear more of your thoughts and feedback on the revised manual. We are striving to make the publication more user-friendly. The draft version is a re-organization and re-write of the document for the purposes of addressing updated requirements of SCC, state and federal law, and any new or unique situations impacting conservation districts since the 07-09 version.

Using this link: <https://www.formstack.com/forms/?1973028-iTly4nAJC9>, please provide your comments on the draft manual. Your copy of the comments provided, will be sent to you in a return email when submitted. All comments are due by the close out business on May 1, 2015.

Webinar: End of Biennium – Forms, Dates, Requirements

Please join us for a webinar on May 04, 2015 at 2:30 PM PDT.

Register now!

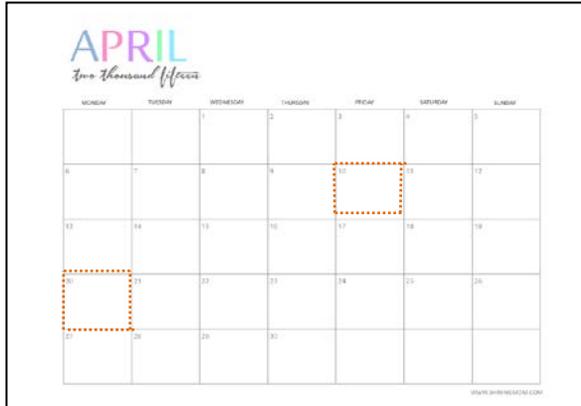
<https://attendee.gotowebinar.com/register/3141941703618686210>

It is that time of year! We will be reviewing all the due dates, deadlines, forms, new fillable forms, new look to old fillable forms, and any other questions you might have.

This webinar is great information for all members of the conservation district. Managers, financial staff and technicians responsible for submitting paperwork and receipts from landowner projects will benefit from the webinar.

After registering, you will receive a confirmation email containing information about joining the webinar.

Upcoming Important Dates



- April 10th: Monthly Vouchers Due
- April 20th: End of Legislatures 105-day session



- May 11th: Monthly Vouchers Due
- May 19th-21st: SCC Meeting & Planning, Kittitas CD
- May 25th: Memorial Day, SCC Closed
- May 29th: Financial Reporting Due to State Auditor

Click for the link to our calendar on our website: <http://scc.wa.gov/grants-finance/forms/>

Question of the Month

Q ~ Can districts pay for meals with meetings and ask for reimbursement through their grants?

A ~ No, this is not an allowable expense. The only expenses that can be reimbursed regarding food/drinks at meetings are Light Refreshments.

Here is the definition from SCC's Grant & Contract Procedure Manual:

LIGHT REFRESHMENTS – include coffee and/or any non-alcoholic beverages (e.g. tea, soft drinks, juice or milk) and between meal snacks (e.g. doughnuts, sweet rolls, nuts, or fruit and cheese) at meetings, conferences, or project tours. Reimbursements for light refreshments **MUST** include a receipt for goods as well as a list of attendees. Without both the Commission will **NOT** provide reimbursement to the district.

We are not able to reimburse for any meal costs such as pizza, sandwiches, etc.

Fun Fact about Washington

Washington State has more glaciers than the other 47 contiguous state combined.

Picture of the Month



April is such a beautiful time of year in our state! The Skagit Valley Tulip Festival is such a stunning site to see and runs the entire month of April. If you have never been, it's worth it!

Liem Bui won the Best Beauty of the Flowers award in the Columbia Bank Photo Contest for this gorgeous photo.

http://www.tulipfestival.org/multimedia/gallery/winners_of_our_2014_columbia_bank_photo_contest

Please feel free to submit pictures for our next newsletter. We love to showcase your hard work! Send all submissions to cwoods@scc.wa.gov.