



## FINANCIAL TIMES

WA ST CONSERVATION  
COMMISSION

02/18/2015

Happy February! We hope you all are having as beautiful weather where you are as we are here in Olympia! It feels like spring has come early with all the warm sunshine. We are in the process of updated our forms and getting ready for both the end of the fiscal year and the start of the new biennium here in our office. We are aiming to get your new biennium paperwork out early this year to give you more time to complete the forms. Our goal is to provide the updated forms to you by early April. Stay tuned! ☺

## 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!**

### Miscellaneous Travel Expenses

#### What types of miscellaneous travel costs are reimbursable?

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:

- Taxi, shuttle, or limousine fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls. However, as noted in Subsection 10.20.20, tolls associated with the use of high occupancy toll (HOT) lanes are considered a personal expense and **not** reimbursable.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.

- Rental of room in a hotel or other place which is used to transact official state business. The room rental is reimbursable as a separate item from lodging when authorized by the agency head or authorized designee.
- Charges for necessary facsimile (fax) services.
- Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the agency head or authorized designee.
- The actual cost of laundry and/or dry cleaning expenses, **as evidenced by a receipt**, is authorized for travelers in continuous travel status for five (5) or more days in the continental U.S.A. Either original receipts are required or agency policy may allow non-original receipts if the agency ensures adequate controls are in place to reduce the risk of duplicate or improper payments. An allowance is already included in the meals and incidental rates for travel outside CONUS (refer to Subsection 10.20.10). Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher (form A20-A) (refer to Subsection 10.80.40).
- **Mandatory** fees charged by lodging facilities for items such as room safes.
- Fees charged for internet access required in connection with state business travel.
- Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights.
  
- As part of their system for management and control of travel related costs, agencies shall define the circumstances under which charges for transportation of equipment and materials required to perform state business are reimbursable as a miscellaneous travel expense.
- Charges for GPS devices required in connection with state business travel to ensure timely arrival of the business destination.

## Auditor's Office and BARS

### Overview of Changes to BARS

Please be aware that as we wind down this fiscal year and biennium, the Auditor's Office has made changes to both the BARS manual and the online forms in which districts are required to report to online by Friday, May 29<sup>th</sup>. Changes and information of note to the BARS manual can be found here:

<http://www.sao.wa.gov/local/Documents/BARS%20Alerts/BARS%20announcement%202015.pdf>

## Training

When changes are made, it is always nice to get a refresher course and update. We wanted to remind you of the training opportunities offered by the Auditor's Office to assist you.

Training sessions for the BARS manual are listed here: <http://www.wfoa.org/training-header/> and are updated frequently. There is also a jobs board on this site, where conservation districts looking for financial staff could post positions.

## Reminders

### Cost Share Rates

At the beginning of each fiscal year a district is required to submit an updated Cost Share Resolution passed by their Board. It is suggested when a Board of Supervisors determines a rate, that the district avoid listing a cost share rate per BMP practice. This will allow a little more flexibility for the district if a different BMP not listed on the Resolution wants to be used for the fiscal year and lessen the burden of trying to keep track of rates by individual practices.

### CPDS Survey

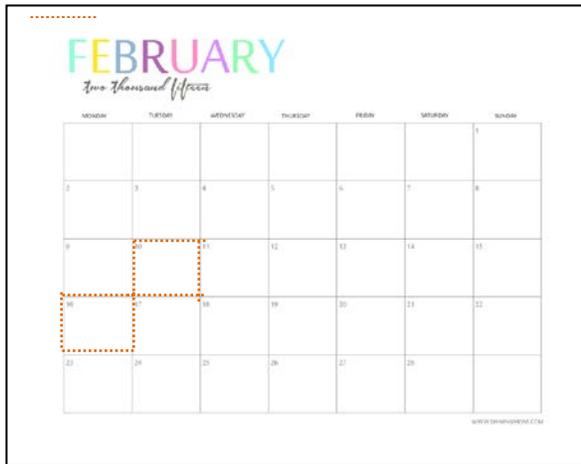
If you did not complete the CPDS survey that was sent out in December, you now have another chance! We really value your feedback and want to make this system work for you! If you have comments or suggestions please fill out the survey for us which can be accessed through the link below:

<https://adobeformscentral.com/?f=1Xolzfs2q69owrwN3noWAw>

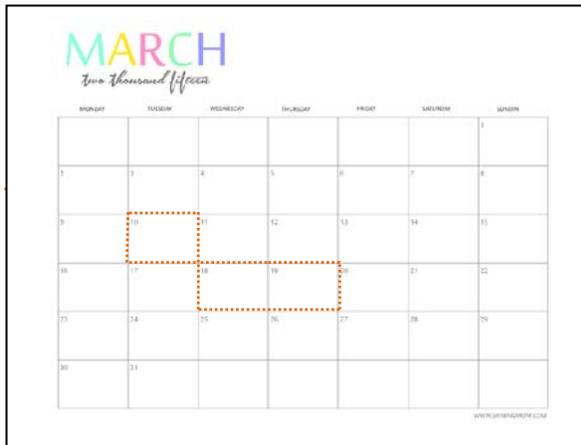
### Composite Rates for 2015

If you have not already submitted updated composite rates for 2015 and sent them in, please do so as soon as possible. Most districts will have updated composite rates since the LNI and Unemployment rates typically change every January 1<sup>st</sup> for employees. The January vouchers will not be able to be processed until the updated rates are received. Thank you to all the districts that submitted their new composite rate forms to date! 😊

## Upcoming Important Dates



- Feb 10<sup>th</sup>: Monthly Vouchers Due with updated composite rates
- Feb 16<sup>th</sup>: President's Day, SCC Closed



- March 10<sup>th</sup>: Monthly Vouchers Due
- March 18<sup>th</sup>-19<sup>th</sup>: WSCC Commission Meeting and Tour, Thurston CD

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

## Question of the Month

Q ~ What documentation is required for a TSP voucher to be processed?

A ~ This is a question that we have had come up frequently in the past couple weeks. Please send the TSP vouchers to the [sccgrants@scc.wa.gov](mailto:sccgrants@scc.wa.gov) inbox as you would for all the other grant programs. The only difference in this grant program is that we cannot process the voucher for payment without having the ORIGINAL Attachment E and F signed by both the district and the local NRCS Conservationist. These documents certify the work has been completed and establishes the amount that is approved to be reimbursed. The voucher cost cannot exceed the amount approved on the Attachment E. Once, we get the original Attachment E and F mailed to

us, we can then process the voucher. Also, please be aware that each line item in the Task Order is separate. These line items have their own allotted amount and expenditures cannot exceed that amount. You cannot borrow from other line items to cover any overages. Please refer to the Task Order or TSP Tracking form for budget line item details.

## Fun Fact about Washington

Washington is home to four of the five longest floating bridges in the world: the Evergreen Point Floating Bridge, Lacey V. Memorial Bridge and Homer M. Hadley Bridge over Lake Washington, and the Hood Canal Bridge connecting the Olympic and Kitsap Peninsulas.

## Picture of the Month



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](mailto:cwoods@scc.wa.gov)

This gorgeous photo shows the beauty of Mt. Rainier in the spring time! We have had such beautiful weather here in Olympia; we are all in the mood for spring to be here. 😊

[http://www.reddit.com/r/pics/comments/16ze8z/why\\_i\\_love\\_living\\_in\\_washington\\_state/](http://www.reddit.com/r/pics/comments/16ze8z/why_i_love_living_in_washington_state/)