



FINANCIAL TIMES

WA ST CONSERVATION
COMMISSION

03/20/2015

It's almost Spring! ☺ We have been busy at the SCC office updating new biennium and fiscal year forms to get ready for the new biennium starting July 1st, 2015. We are making improvements to our online forms and are in the process of converting our composite rate form over to the online fillable forms as well. We hope to have the new forms out to you by the middle of April. We will also have a new and revised Grants Procedure Manual that we will be sending out to the districts for review as well. As always, if you have any suggestions to any of our forms or publications we would love feedback from you!

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!

What types of lodging costs are reimbursable?

Reimbursable lodging expenses include the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes on that amount. Lodging costs in excess of the allowances and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and unallowable costs.

50-Mile Rule

- Reimbursement is allowed for lodging expenses when the temporary duty station is located more than fifty (50) miles (most direct route) of the closer of either the traveler's [official residence](#) or [official station](#).

- Under one of the following conditions, reimbursement for lodging expenses is allowed when the [temporary duty station](#) is located within fifty (50) miles (most direct route) of the closer of either the traveler's [official residence](#) or [official station](#):
 1. An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning [official state business](#).
 2. When the health and safety of travelers is of concern as provided for in Subsection [10.10.35](#).
 3. If one can demonstrate that staying overnight is more [economical](#) to the state.

Agencies may request an exception to this regulation for other conditions from the Director of OFM.

Written supervisory approval for the first and third conditions and cost analysis documentation for the third condition is to be attached to the traveler's Travel Expense Voucher.

Auditor's Office Update

Get FIT!

The Local Government Performance Center in the State Auditor's office has been working on a new tool to help local governments identify internal deficiencies and weaknesses as well as respond to them before going through the audit process. This tool aims to help leaders in local government understand the financial piece of their entity. This is an awesome new resource to share with district employees and supervisors.

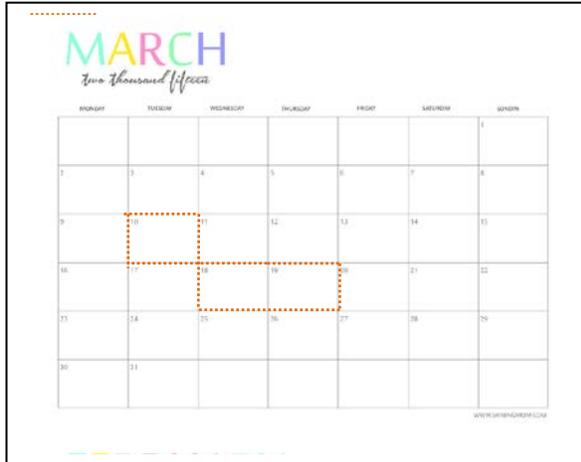
http://www.sao.wa.gov/local/Documents/FIT_Announcement_2015.pdf

Reminders

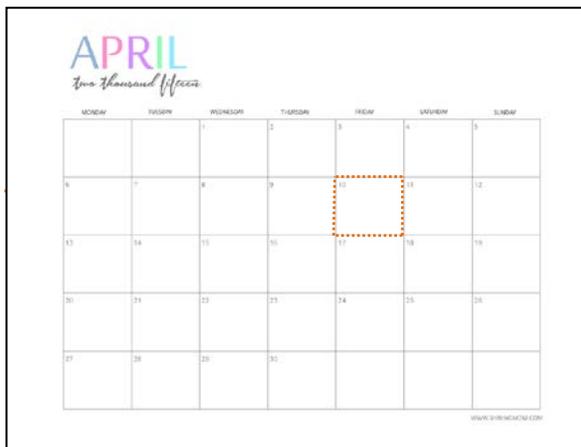
Grant Funding

Please take a look at all of the grants currently funded and assess if the district will have any excess funding to turn back to the Commission. We are asking districts to notify us as soon as possible with the projected funding that they will be [unable](#) to spend by the June 30, 2015 deadline. It is very important for us to not have an abundance of returned funding at the end of the year, but rather have the option to reallocate it to other districts that have projects on the ground ready to be implemented and completed by the June 30th deadline. If you do have excess funding to return, please send an email to the sccgrants@scc.wa.gov detailing the grant and amount.

Upcoming Important Dates



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



- April 10th: Monthly Vouchers Due

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

Question of the Month

Q ~ When do the Shellfish and Non-shellfish projects have to be completed by?

A ~ This is a question that we have had come up frequently in the past couple weeks. All of our grant programs are ending on June 30, 2015, thus all projects funded through these grants must be completed by the same deadline. All expenses must be vouchered for no later than July 10, 2015. We have a hard deadline from OFM to get our accounting closed out early this year so we really need all vouchers in by the July 10th deadline. Please make sure for all cost

share projects the funding, “actual” implementation measures and “before and “after” pictures are uploaded in the CPDS system to speed up year end project processing.

Fun Fact about Washington

The Puget Sound’s many islands are served by the largest ferry fleet in the United States! There are 23 ferries in operation across Puget Sound and its waterways that carry over 23 million passengers annually.

Picture of the Month



This beautiful photo was taken in the North Cascades National Park. The beauty of this state is astounding!

<http://www.king5.com/media/cinematic/gallery/21117111/20-gorgeous-photos-from-the-dept-of-interiors-instagram/>