DSHS WASHINGTON STATE Department of Social and Health Services

Administrative Policy 19.10.16

Subject: Continuing Medical Education Travel Parameters

Information Contact: Office of Accounting Services (OAS)
Chief, (360) 664-5716

Authorizing Source: State Administrative & Accounting Manual (SAAM),
Chapter 10
Collective Bargaining Agreements

Effective Date: September 30, 2025

Revised: **NEW**

Approved By: **Original approved by Richard Pannkuk**
Assistant Secretary / Chief Financial Officer

Purpose

The purpose of this policy is to define and outline the eligibility for Department of Social and Health and Services employees regarding travel expense and reimbursements while participating in continuing medical education credits (CME).

Scope

This policy applies to travel expenses and reimbursements for the following DSHS employees covered under collective bargaining units:

1. **Physicians and Pharmacists**: Covered under the Coalition Collective Bargaining Agreement
   a. Union of Physicians of Washington (UPW)
   b. Affiliated Washington Pharmacists (AWP)

This policy does not include the process for enrolling or registering physicians and pharmacists for CME courses. This does not apply to travel for nurses covered under the Service Employees International Union Healthcare 1199NW (SEIU 1199) for continuing nursing educational credits.

Additional Guidance

DSHS administrative policies,

19.10, travel policies
14.12, accountability for state-owned vehicles
18.26, disability reasonable accommodation
18.34, Employee learning and development

Form picker

Out-of-state travel authorization – 03-337
In-state travel – 02-752

Definitions

Administration means the affected DSHS programs, including the division, office, or staff designated by the assistant secretary or division director as being responsible for compliance with this policy.

Common carrier is a person or company that transports passengers or goods for a fee.

Reimbursement request means the request for travel reimbursement that is submitted using the Travel and Expense Management System (TEMS)

Travel and expense management system (TEMS) is the software program used to process travel reimbursement requests and travel advances.

Travel card means a purchase card issued to pay for authorized, business-related travel expenses on behalf of DSHS.

Policy Requirements

1. **Travel approvals**
    a. Out-of-state travel must be pre-approved and requires additional approval as shown on the out-of-state travel document posted on the DSHS travel website.
    b. In-state travel must be pre-approved as shown on the in-state travel document posted on the DSHS travel website
2. **DSHS travel card and payments**
    a. The DSHS travel card must be used to pay for all airfare.
    b. The DSHS travel card must be used to pay for rental vehicles rented through the state mandatory contract (Enterprise Rent-A-Car) and must be used, whenever possible, when renting vehicles off-contract for all travel-related accommodations.
        i. In emergency situations, when renting vehicles through the mandatory contract, the traveler's own personal resources may be used if the department travel card is unavailable.
    c. The DSHS travel card should be used to pay for all other preplanned travel accommodations such as:
        i. Lodging (to include taxes and parking)
        ii. Miscellaneous travel expenses (See DSHS AP 19.10.13 miscellaneous travel expenses – policy point C – for identification)
        iii. Common carriers
3. Reimbursement for other travel expenses must follow policies under 19.10 to include items such as meals and mileage reimbursements.

4. Administrations are responsible for tracking all CME reimbursement, travel expenses, and allotments related to education courses that are allowed in the CBAs.

Procedures for claiming reimbursement through TEMS are posted on the travel website.