

TDM Executive Board/TDM Technical Committee Joint Retreat Update

WSDOT TDM Team

September 5, 2024

Logistics

- Dates: Nov. 6-7, 2024
- Location: Washington State Ferries building, 2901 3rd Ave, Seattle, WA
- Rough schedule:
 - Nov. 6, Full day: Executive Board and Technical Committee together, anticipate 9:00 AM-5:00 PM.
 - Nov. 7, Half day: Technical Committee only, anticipate 9:00 AM - 1:00 PM.

Retreat Planning

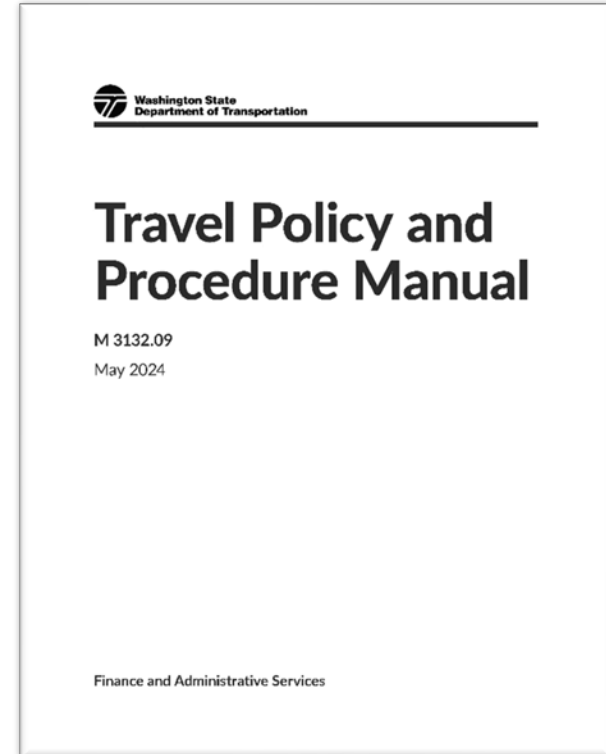
- Facilitator (Lisa Voight, Eudaimonia Rising) timeline and next steps:
 - Discovery: September
 - Individual interviews
 - Participant survey to rank agenda preferences
 - Retreat design: October
 - Develop facilitation activities
 - Final agenda: late October
 - Retreat: Nov. 6-7, 2024

Travel Reimbursement

- Reimbursement from WSDOT for travel subject to WSDOT policies outlined in [Travel Policy and Procedure Manual](#). In accordance with the policies reimbursement may cover:
 - Transportation: mileage, parking, airfare, train, bus, public transportation
 - Hotel and per diem meals provided only when traveling from 50+ miles away
 - Meals not provided by WSDOT
 - WSDOT intends to provide:
 - Nov. 6 and 7: continental breakfast
 - Nov. 6: lunch
 - *No dinner provided*

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 - Subject to WSDOT policies outlined in [Travel Policy and Procedure Manual](#)



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 - **Registration as a statewide vendor:**
[Statewide Vendor/Payee Services | Office of Financial Management](#)

The screenshot displays the Washington State Office of Financial Management (OFM) website. The header includes the OFM logo, the text "WASHINGTON STATE Office of Financial Management", and navigation links for "About us", "Contact us", and "Publications & reports". A search bar is present with the placeholder text "Enter your search terms". Below the header is a navigation menu with icons for Home, Washington Data & Research, Budget, Accounting, Facilities, State Human Resources, and IT Systems. The main content area is titled "IT Systems" and "Home » IT Systems » Accounting systems » Statewide Vendor/Payee Services". The page features a sidebar with a list of accounting systems and services, including "1099-NEC & 1099-MISC Reporting", "Agency Financial Reporting System (AFRS)", "Capital Asset Management System (CAMS)", "Debtbook", "Disclosure Forms Application (DF)", "Statewide Vendor/Payee Services", "Vendor Payee Registration", "Changing your vendor registration", "Vendor/Payee Direct Deposit", "Registration forms in other languages", "Statewide Payee Desk", "Statewide Vendor Number Lookup", "Registration forms for agency-specific vendors", and "Travel and Expense Management". The main content area is titled "Statewide Vendor/Payee Services" and contains the following text: "OFM maintains a central vendor file for Washington State agencies to use for processing vendor payments. This allows you, as a vendor, to receive payments from all participating state agencies. This also allows you to receive payments by direct deposit, the state's preferred method of payment." Below this text is a link for "Registration" and a search bar with the text "Q. Statewide vendor number lookup". The page also includes a section for "Statewide payee registration forms" with the text: "It typically takes 3-5 business days to process a registration form that is complete. Please do not submit duplicates as it increases processing time." To submit the updated form, choose one of the following options: "DocuSign™: Fill electronically with a digital signature via DocuSign™." and "PDF: For download and complete manually." Below these options are two columns of links: "We've updated our DocuSign online forms to the new Web Form process. For more information please visit the Submitting forms with DocuSign™ instructions for more information." and "Vendor/Payee Registration form (PDF)", "Vendor/Payee Change form (PDF)", and "Direct Deposit Authorization". A "Reference materials" section on the right side of the page lists: "Definitions of vendor types", "Statewide vendor number lookup", "Registration forms in other languages", "Payee Registration useful information", "For minority, women, veteran owned business certification", "Account Payable Contact List", "For agency-specific vendors:", "Department of Children, Youth & Families", "Human Resource Management System", "Employment Security Department", and "Department of Services for the Blind".

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 - **Signed WSDOT-provided authorization form**

 Washington State
Department of Transportation

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310 Maple Park Avenue S.E.
P.O. Box 47200
Olympia, WA 98512-7300
360-725-7200
TTY: 1-800-633-6388
www.wsdot.wa.gov

August 2, 2024

Name
Address

Dear :

Thank you for participating in the Transportation Demand Management (TDM) Technical Committee. Your support and attendance are essential to our success.

As an official member of the TDM Technical Committee, WSDOT will reimburse you for related travel at per diem cost that will fall within the Office of Financial Management (OFM) and WSDOT rules and regulation for the duration of your travel to Seattle WA, November 6 & 7, 2024. Per diem rate for hotel in Seattle is offered at \$176.00 per night. This rate is approved by way of this agreement.

We have provided a travel expense voucher form and a per diem map as part of your agreement letter to be filled out when you return from your conference. Please feel free to contact Lori Hill at Lori.Hill@wsdot.wa.gov for assistance with your travel expense voucher once you return from your trip.

For reimbursement to happen we ask that you complete this form located on the OFM website if you haven't done so at this time: [Statewide Vendor/Payee Services | Office of Financial Management \(wa.gov\)](#)

To accept this agreement, please sign below and return a copy of this letter to Lori using the email address shown above.

Thank you again for agreeing to participate in our TDM conference.

Sincerely,

Brian Lagerberg, Director
Public Transportation Division

Accepted: _____

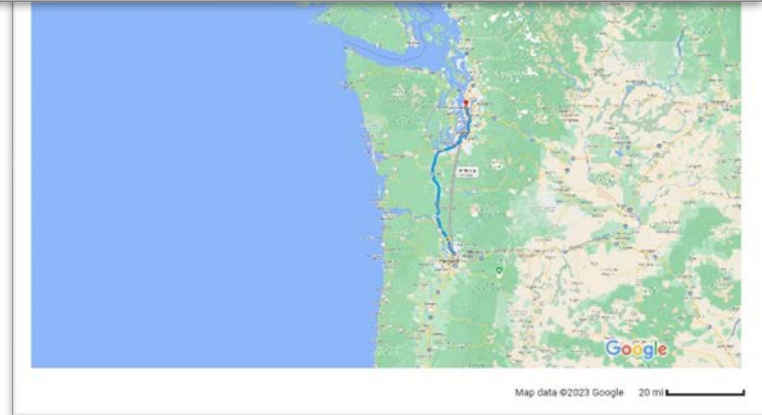
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 - **Coordination with WSDOT** to purchase **airfare, Amtrak** tickets



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 - After travel:
 - Completed and signed WSDOT Travel Expense Voucher
 - **Signed receipts, signed maps** with mileage identified



Travel Reimbursement

Look for follow-up email from us. We will work with you if you wish to seek reimbursement for travel expenses from WSDOT. If you prefer, you may choose to seek reimbursement for travel expenses from your own organization.