



STATE OF WASHINGTON
WASHINGTON STATE BOARD OF HEALTH

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May 14, 2008

TO: Washington State Board of Health Members

FROM: Craig McLaughlin, Executive Director

SUBJECT: PROPOSED REVISIONS TO BOARD POLICY 01-003, TRAVEL AND TRANSPORTATION

Background and Summary

The Washington State Board of Health may and does adopt its own policies and procedures. In the absence of a specific Board policy, Department of Health policies apply.

In 2001, the Board adopted Policy 01-003 related to travel and transportation. That policy is now outdated and minor revisions are needed. Suggested language is included in your packets that reflect the fact that the state rental car contractor has changed from Budget to Enterprise, change the mileage reimbursement rate, and update page references to the Administrative Accounting Manual.

I am asking the Board to approve the changes at today's meeting.

Recommended Board Action

The Board may choose to adopt revisions to Policy 01-003 as proposed, with or without additional changes.