



## Washington State Office of Civil Legal Aid

110 Prefontaine Pl S, Ste 610  
Seattle, WA 98104  
(206) 923-7761  
(360) 972-5794

Jill Malat, Program Manager  
Children's Representation Program  
[jill.malat@ocla.wa.gov](mailto:jill.malat@ocla.wa.gov)

To: Children's Representation Program Attorneys

From: Jill Malat

Re: Travel Reimbursement Policy

Date: August 23, 2019

---

The Office of Civil Legal Aid has a limited amount of funds available for reimbursement for case-related out-of-county/state travel. The purpose of this policy is to help OCLA-funded attorneys comply with the Meaningful Legal Representation for Children and Youth in Washington's Child Welfare System Standards of Practice in cases where they are representing children outside of their county/state of practice. The standards call for attorneys to maintain sufficient and frequent contact with clients, including communicating in person.

In person contact, where possible, is key to the attorney's duty to gain the child's trust and confidence. The standards also call for attorneys to communicate regularly with numerous professionals involved in the child's dependency case. Some of these communications may require attorney to travel to other counties/states. With these standards in mind, the following policies apply:

- Contractors will be reimbursed for travel of 100 miles round trip or more only.
- There is no guarantee that funds will be available. Reimbursement will be provided as long as funds are available.
- Regardless of whether funds are available, attorneys are expected to find ways to meet with their clients, consistent with applicable standards.
- Travel must be directly case related and necessary for standards-based, effective representation.
- Contractors must select the travel alternative that is most economical.
- Contractors will be reimbursed at the rate set by the Washington State Office of Financial Management (OFM) which is .580 per mile, effective January 1, 2019.
- Prior OCLA approval is required for any air travel and any out-of-state travel.

- Contractors must complete the Travel Expense Voucher provided by OCLA and provide the supporting information/documentation (date and time of travel; purpose for travel; mileage; starting location and ending location; air fare, lodging, car rental, and parking receipts).
- Travel Expense Vouchers need to be submitted within 10 calendar days after the close of the billing period. All Travel Expense Vouchers submitted beyond 30 days after the billing period will not be paid, with the exception of June 2020. Travel Expense Vouchers submitted after July 15, 2020, will not be paid. OCLA will process payments on a timely basis consistent with the payment terms in our underlying contract with the Contractor.