

RESOLUTION NO. 5

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, ESTABLISHING TRAVEL POLICIES AND REIMBURSEMENT OF EXPENSES INCURRED WHILE ON OFFICIAL CITY BUSINESS.

WHEREAS, officers and employees of the City of University Place shall be entitled to the payment of or reimbursement for expenditures incurred while on official business for the city; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Establish Travel Policies and Procedures. Travel Policies and Procedures for reimbursement for expenses incurred while on city business are hereby adopted and attached as Exhibit A.

Section 2. Effective Date. This resolution shall take effect on the official date of incorporation.

ADOPTED BY THE CITY COUNCIL ON MAY 24, 1995.



Ron Williams, Temporary Chairman

Attest:



Susan Matthew, Interim City Clerk Pro Tem

RESOLUTION NO. 5 - EXHIBIT A

ADOPTING A TRAVEL EXPENSE POLICY

Section 1. Purpose. To the policies and procedures for reimbursement of expenses lawfully incurred by employees while on official city business.

Section 2. Organizations Affected. All departments.

Section 3. Policy

3.1. Entitlement. City Employees are entitled to payment of, or reimbursement for expenditures incurred while on official city business. The maximum amount for meals and lodging shall be as detailed in Section 3.9.

3.2. Volunteers and Non-City Employees. Non-city officials and non-city employees are entitled to payment of, or reimbursement for, expenditures only under the following conditions:

3.2.1. Recruiting Costs. The reasonable expenses of candidates for any employment position, excluding elected officials, when such candidates are invited, in writing, to visit the City for a personal interview. Such invitation shall specify the requirement that expenses be documented and turned over to the recruiting official who will prepare the reimbursement claim. Unless otherwise directed by the City Manager, the written invitation for interview and arrangements for transportation and lodging will be made by the Human Resources Department.

3.2.2. Official City Business. Authorization by the City Manager, or his designee, will be included with the payment request which identifies the name(s) of the individual(s), their official title or capacity as it relates to city business, the nature of the topic(s) discussed, and the reason why the expenditure be provided that the individual is not being reimbursed by the other local government for the meal or travel expenditures.

3.3. Travel Authorization.

3.3.1. Non-Elected Officers and Employees. The City Manager or designee, must provide prior authorization for overnight travel outside the city. For travel within or without the city that does not include an overnight stay, the City Manager or designee will approve the travel authorization through the payment or reimbursement request.

3.3.2. City Manager. The Mayor and one member of the Council must provide prior written authorization for overnight travel outside the city, as well as approval for non-overnight travel through the payment or reimbursement request.

3.3.3. Elected Officials. The Mayor must approve by written authorization for overnight travel of elected officials of the city and, in the case of overnight travel by the Mayor, two council members must provide prior written approval. For non-overnight travel, the same approvals are required through the payment or reimbursement request.

3.4. Use of City Credit Cards.

3.4.1. Authorization. Charge cards are issued to employees of the city for the sole purpose of covering expenses incident to authorized travel in accordance with RCW 42.24.115, and Resolution No. 1027. The maximum amount for meals and lodging shall be as detailed in Section 3.9 (unless state laws are changed, credit cards may not be used to purchase supplies, equipment, etc.).

3.4.2. Expense Voucher. The employee using a charge card must submit a fully itemized travel expense voucher (City Credit Card Travel Authorization and Report) when the charge is incurred.

3.4.3. Disallowed Charges: Disallowed charges or charges not properly identified will be paid by the employee before the charge card billing is due. Failure to do so will render the employee personally liable for the unpaid amount, plus the interest at the rate charged by the company which issued the charge card. An employee may not use the card if there are outstanding charges and may be asked to surrender the card.

3.5. Use of Personal Vehicle:

3.5.1. Reimbursement: Expenses for the use of personally owned vehicles of employees or officers of the city in the course of the business of the city, shall be reimbursed at the U.S. Government (I.R.S.) rate adjusted no more than once per year (\$.28 per mile in 1993). However, employees/officers are encouraged to use city vehicles whenever possible.

If an employee or officer uses his/her personal vehicle, the employee/officer must carry liability insurance on the personal vehicle used on city business.

3.5.2. Airfare Comparison: If the employee/officer elects to use his/her own vehicle and air transportation is less than the mileage reimbursement, the city will pay the lesser amount. The election is subject to Department Director and City Manager approval or Mayor/Councilmember approval.

3.5.3. Employee Passenger(s): Should more than one employee travel in the same vehicle, only the employee owning the vehicle shall be entitled to reimbursement for transportation.

3.6. Prepayment of Travel Expenses: The types of travel expenses subject to prepayment are registration fees, airline tickets and certain lodging where the cost is part of the registration package. An approved travel authorization form must be included with the payment request.

3.7. Direct Billing to the City: Direct billing to the city for expenses such as meals and lodging is prohibited unless authorized by the City Manager. Direct billings often lack adequate audit information; therefore, a full explanation and itemization of expenses is required.

3.8. Non-Reimbursement or Prohibition of Travel Expense: Unauthorized travel expenses include, but are not limited to, the following items, and no reimbursement will be allowed for the following:

- Liquor
- Expense of a spouse or other persons not authorized to receive reimbursement under this policy
- Personal entertainment
- Theft, loss or damage to personal property
- Barber or beauty parlor
- Airline or other trip insurance
- Personal postage
- Reading material
- Personal telephone calls
- Personal toilet articles
- Valet or laundry service

If prohibited expenses are charged to the city, they must be **immediately** reimbursed.

3.9. Maximum Allowable Expense:

3.9.1. Meal Allowance: The maximum meal reimbursement will be at the rates listed below regardless of manner of payment (expense reimbursement, city credit card, etc.). The daily maximum meal allowance may be used when on city business for the entire day (before 7:30 a.m. and after 5:30 p.m.). The daily maximum reimbursement for meals, including tax and gratuity, is \$32.50 with no maximum for each meal. Receipts are required. There will be no per diem.

For individual meals (less than an entire day allowed), the maximum reimbursement per meal, including tax and gratuity, is:

MEALS

| | |
|---------------|----------------|
| Breakfast | \$5.00 |
| Lunch | 7.50 |
| Dinner | <u>20.00</u> |
| Daily Maximum | <u>\$32.50</u> |

(Exceptions noted in 3.9.3)

3.9.2. Lodging Allowance: The maximum lodging allowance is \$80.00, except as provided in Section 3.9.3.2.

3.9.3. Conference/Meeting/Seminar Rate:

3.9.3.1. Meals: Where a meal is included in a registration package, an appropriate deduction is to be made from the daily maximum allowed for meals. Where meals are included in a seminar or meeting with a set price menu (no choice under the City allowance), sponsored by an organization in which the city has membership, then the meal is not limited to the maximum when approved by the City Manager.

3.9.3.2. Lodging. For meetings or seminars hosted by an organization for which the City pays membership dues, lodging shall be limited to the amounts that are reasonable and necessary based on the government or conference rate offered by the host hotel(s); when an extra day's stay would significantly reduce airfare beyond the extra day's hotel and meals, the City Manager may allow that extra day's expense.

Where approved by the City Manager, the same standard will be consistently applied for the travel of officers and employees of the City.

3.10. Travel Advances: An employee who is authorized to travel may, at his/her discretion, request a travel expense advance.

3.10.1. Request: Travel advances shall be requested and approved at least two (2) days prior to departure. The Treasurer will issue advance travel checks which may be cashed at the bank with the city's banking account at no charge.

3.10.2. Reporting: Travel advances shall be accounted for and/or repaid within ten (10) working days following the completion of travel, and failure to do so will render any officer or employee receiving such advance, personally liable for the full unpaid amount, plus interest at the rate of 10% per annum until repaid.

3.10.3. Delinquency: No advance shall be made to any officer or employee who is delinquent in accounting for or repaying a prior advance. Under no circumstances will any advance be considered a personal loan to any officer or employee and any unauthorized expenditure of any such advance shall be deemed a misappropriation of public funds.

Section 4. Definitions:

4.1. Allowable Travel Expense (Allowable Expenditures): Allowable travel expense (allowable expenditures) shall mean expenses for transportation, lodging, meals and other related expenditures, including reasonable tips not to exceed 15%, which may be lawfully incurred by officers and employees of the city.

4.2. Lawfully Incurred: Lawfully incurred means expenses within the categories set forth above which are actually incurred while attending to business of the city and shall, whenever practical, be supported by bills, statements, or other evidence of such expenditures issued by the party furnishing such lodging, meals, transportation or other goods or services and attached to the claim voucher submitted by any such officer or employee.

4.3. Official City Business: Official city business shall include officially assigned duties, travel for approved public purposes, meetings concerning city business, training and educational seminars, attendance at conferences and other sessions involving municipal affairs and other activities concerning the business of the city. Official city business does not include promotional activities.

4.4. Travel Advance: Travel advance shall mean an advance of a reasonable amount of funds, made under appropriate rules and regulations prescribed by the State Auditor's Office, solely for the purpose of paying anticipated, reimbursable expenses to be incurred by the employee in the course of authorized travel on city business.

Section 5. Procedures:

5.1. Approval: The employee/officer requesting approval to travel overnight shall complete the Overnight Travel Authorization form and submit it to either the Department Director, City Manager, Mayor or Council Member(s) as required by Section 3.3. If the employee/officer requests a travel advance, it shall be so indicated on the form and in the amount requested.

5.2. Travel Expense Reimbursement Report: Within ten (10) working days of completing the travel, the employee/officer shall complete the Travel Report and submit it to the Finance Department enclosing any amounts due the city or indicating the amount due the employee/officer. The actual amounts expended shall be written on the form and receipts attached.

5.3. Credit Card: The City Credit Card Travel Authorization and Report form shall be completed for each purchase made by a city credit card and shall be submitted to the Finance Department within ten (10) working days of the purchase or completion of the travel, whichever is later.

UNOFFICIAL DOCUMENT