

ORIGINAL

RESOLUTION NO. 99

A RESOLUTION OF THE CITY OF WOODINVILLE, WASHINGTON, AMENDING THE TRAVEL POLICIES TO FACILITATE PAYMENT OF CERTAIN EXPENSES OF COUNCILMEMBERS, AND AMENDING RESOLUTION NO. 92.

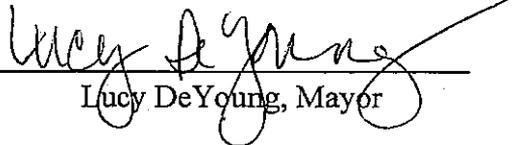
WHEREAS, the City Council adopted Resolution No. 92, Adopting Travel Policies, on April 10, 1995; and

WHEREAS, amending the policies to facilitate reimbursement of certain Councilmember travel expenses is in the best interests of City; **NOW THEREFORE,**

**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON
RESOLVES AS FOLLOWS:**

Section 1. Resolution No. 92, which adopted Travel Policies, is hereby amended by adoption of the Travel Policies attached as Attachment A.

ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS
PASSAGE THIS 10 TH DAY OF JULY, 1995.


Lucy DeYoung, Mayor

ATTEST:


James K. Katica
City Clerk/Treasurer

Travel Policies

Section 1. Definitions:

Employee: refers to both part-time and full-time employees of the City of Woodinville.

Councilmembers: includes Mayor, Deputy Mayor, and all City Councilmembers.

Volunteers: includes members of all boards, commissions, and committees established by the City Council.

Section 2. Travel Expenses

If available, employees should use a City vehicle for traveling on City business. If a City vehicle is not available, the City will reimburse the employee as set forth herein.

When using their private vehicles for City business, employees of the City of Woodinville shall be reimbursed at the allowance for travel as set forth by the current Internal Revenue Service rules.

When using their private vehicles for City business, Councilmembers may be reimbursed for mileage at the rate as set forth for employees, with approval from the Council. Councilmembers may be considered authorized for attendance at the following meetings

The following meetings and conferences:

- Suburban Cities general meetings
- AWC conferences and classes
- City Council meetings
- Puget Sound Regional Council

Council-appointed boards or commissions, including the following agencies:

- ETP
- PSRC
- Suburban Cities
- AWC

Travel associated with official Council representation in support of a City Council position.

(Such as attendance before King or Snohomish Counties, a Board, Commission, or regulatory agency)

Volunteers may be reimbursed for mileage at the rate set forth for employees for travel, with prior approval from the appropriate Department Head.

Employees, with City Manager's approval, and Councilmembers, with Council approval, may choose commercial airlines for travel, and the City will reimburse employee or Councilmember for the reasonable costs of the airfare and vehicle rental.

Section 3. Meals

When travel requires overnight stay, employees shall be entitled to reimbursement for meals. Tips are authorized up to 15% of the amount of the meal.

Councilmembers and volunteers are eligible for meal reimbursements to the same extent as employees.

When overnight stay is not necessary, meal reimbursement will usually not be allowed except for Council retreats, working lunches/dinners, or business meals between City employees and non-City employees.

Council Retreats are usually several hours in length, and can span one or two meal times. Meals will either be provided or be reimbursable.

Working Lunches The City recognizes that it may be necessary for a group of employees, or a Committee, or the Council to work through lunch or dinner to accomplish a task. To be considered for reimbursement, the meeting must span a three hour period which includes the group's normal meal hour.

City Business Lunches While conducting City business with non-City employees, employees may seek reimbursement for meals with prior approval from the City Manager.

Section 4. Accommodations

When lodging for overnight travel is authorized, it is reimbursable to the extent of a single room.

Section 5. General Rules

Travel that includes overnight expenses for employees or volunteers requires prior approval by the City Manager.

Travel by a Councilmember that includes overnight expenses or airfare requires prior Council approval.

No expenses will be reimbursed for alcoholic beverages or entertainment.

Receipts are required for reimbursement of meals, lodging, and other allowable costs, except reimbursements for private vehicle mileage.