

Resolution No. 164

**A RESOLUTION OF THE CITY OF WOODINVILLE,
WASHINGTON, AMENDING THE TRAVEL POLICIES
TO FACILITATE PAYMENT OF CERTAIN EXPENSES
OF COUNCILMEMBERS, AND REPEALING
RESOLUTION NO. 99.**

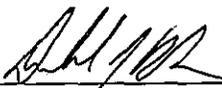
WHEREAS, the City Council adopted Resolution Nos. 92 and 99, adopting Travel Policies on April 10, 1995 and July 10, 1995; and

WHEREAS, amending the policies to facilitate reimbursement of certain Council member and City staff travel expenses is in the best interests of the City of Woodinville:
NOW, THEREFORE,

**THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON,
DOES RESOLVE AS FOLLOWS:**

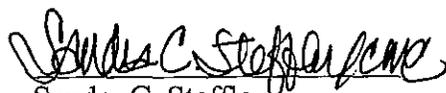
Section 1. Resolution Nos. 92 and 99, which adopted and amended Travel Policies, are hereby repealed by adoption of Resolution No. 164, establishing the Travel Policies as attached as Attachment A.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN
AUTHENTICATION OF ITS PASSAGE THIS 14TH DAY OF JUNE, 1999.**



Donald J. Brocha
Mayor

ATTEST:


Sandra C. Steffler
City Clerk/CMC

**CITY OF WOODINVILLE
STATEMENT OF POLICY FOR THE
REIMBURSEMENT/ADVANCE OF BUSINESS EXPENSES**

1.0 PURPOSE AND ADMINISTRATION:

The purpose of this Statement of Policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which an employee may qualify for payment or reimbursement.

The objectives of this policy are to provide employees, public officials and appointees who incur authorized business expenses for travel, subsistence, registration, and related expenses while on City business, reasonable and timely mechanisms for the reimbursement and/or the advancement of such necessary expenditures.

It is recognized that City payment for business related food and beverage for both travel and non-travel purposes will be incurred by City staff wherein reimbursement will be provided. This policy statement serves to provide guidelines by which to determine whether or not expenditures by City employees may be reimbursable to the employee, and by which to determine whether or not refreshments and related costs served or made available at meetings are legitimate City expenditures.

Claimants have the responsibility for becoming knowledgeable about authorized expenditures and the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures, and those not directly and reasonably related to the conduct of City business.

It shall be the responsibility of the Finance Director to adopt, publish, and implement rules and procedures consistent with this Statement of Policy for the purpose of carrying out the provisions thereof; and to provide forms accompanied by instructions for their implementation. Exceptions to the rules set forth herein may, by directive of the City Manager, be effected if compliance with these rules is or was not feasible. To effectively carry out this policy statement, the City Manager may, from time to time, issue guidelines for the administration thereof.

1.1 Definitions

Employee: refers to both part-time and full-time employees of the City of Woodinville, and with City Manager approval, include contracted employees.

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

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

2.0 EMPLOYEES & PUBLIC OFFICIALS

2.1 Documentation

No claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Should a receipt be lost or not be obtainable, an employee certification, signed by his/her Department Director (or City Manager if the employee is a Department Director), will serve as a substitute for a receipt. Such receipt or certification should show the date, a description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case.

Restaurant meal "stubs" will be accepted as a receipt where a more detailed vendor receipt cannot be reasonably obtained. However, the stub must have the amount completed and initialed by restaurant staff, though the tip can be added by the employee if not included.

Claims for reimbursement shall contain the following:

- * The name of the person who consumed the goods or used the service for which reimbursement is requested, whether it be for meals, lodging, transportation, or any other purpose.
- * A description of the event, occasion or circumstances related to the claim and the public policy or public purpose served.
- * Required receipts (or certifications where they are allowed).

2.2 Meals:

Meal costs must be incurred directly by the claimant; direct billing to the City by a restaurant is prohibited except by way of an authorized City credit card, when available.

Payment for table service at a restaurant, commonly referred to as a tip, not to exceed 15% of the meal price (including sales tax), is reimbursable as a reasonable and necessary cost for such service.

All reimbursements for meals consumed while on City business shall be entitled to reimbursement not to exceed the following schedule, including tax and tip, based on vendor receipt:

Breakfast	\$ 10.00
Lunch	14.00
Dinner	25.00

The City Manager may approve exceptions to the above schedule if the Manager determines that the region visited is recognized as a high cost area. Meal cost

maximums are not applied on a "per diem" basis, therefore purchasing a lesser meal so as to exceed the maximum on another meal is not acceptable. Each meal purchased is subject to that meal maximum and any unused excess cannot be carried over to another meal.

The City Manager or designee is authorized to periodically update the meal allowance schedule based on an informal survey of actual meal costs charged by restaurants, or by applying some other appropriate measure, such as a regional consumer price index adjustment.

Notwithstanding the foregoing schedule, actual meal costs incurred may be claimed when they are part of a regularly scheduled business event such as a training seminar, professional meeting or conference, or other business meeting. Should a business event (professional organization) luncheon, for example, have costs exceeding the lunch maximum, reimbursement will be for the actual luncheon cost.

Since daily "per diem" amounts are not authorized under this policy, each meal claimed is subject to the cost limitations denoted in the above meal schedule. Any planned meals, the cost of which is included in a City paid registration fee, cannot be claimed by an employee for reimbursement.

If the costs of meals for persons other than the claimant are included, those persons must be entitled to meal reimbursement in their own right and they shall be listed by name and title in claim documentation.

2.3 Travel:

Reimbursement for reasonable costs of business travel is authorized. The use of a City vehicle rather than a personal car is encouraged. General guidelines are as follows:

2.31 City Vehicle:

Out of the area costs of vehicle operation are authorized for fuel, oil, tire repair and necessary repairs.

2.32 Personal Vehicle:

Expenses shall be reimbursed for travel within a 300 mile radius of the City at such rate per mile as shall be established at the current maximum rate allowed by the United States Internal Revenue Service for deductions. Trips beyond this limit will be reimbursed at the lower of (a) the established rate per mile, or (b) the lowest available (other than non-refundable) airfare obtainable by the employee's Department Director, or by his/her designee, plus mileage reimbursement at the then current City rate, based upon the estimated distance between the airport and the destination.

City employees who receive an automobile allowance in lieu of City provided transportation shall not be entitled to further reimbursement for surface transportation

costs within a 50 mile radius of the City. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be even if a City vehicle was provided.

2.33 Rental Vehicle

The cost of vehicle rental when on out of town business is considered an exception to this policy and must be approved in writing in accordance with Section 4.2 (Meal Reimbursement for Non-City Employees and Non-City Officials). Vehicle rental authorization must be separately set out in any request for approval of travel expenses. Approval of vehicle rental as an item on an advance travel request will not be considered sufficient authorization without a separate statement presenting the reason such an expenditure is required.

2.34 Air Travel:

Arrangement for air travel on City related business shall be made by the Department whose employee is involved in the travel, or as may otherwise be designated by the City Manager, as outlined below:

-  a. Whenever feasible, the need for air travel arrangements should be provided by way of the normal purchase order process at least five (5) weeks in advance of the departure date.
- b. The authorized procurer will arrange for air travel based on the lowest available (other than non-refundable) airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination as specified by the requesting department. A travel agency may be used.
- c. The authorized procurer will purchase the tickets at the time the rate is quoted and the employee will be advised of the arrangements for acquiring the tickets.
- d. If personal travel is combined with business related travel, the traveling employee shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The City shall only pay the lowest available (other than non-refundable) airfare for the round trip between the Seattle/Tacoma Airport and the business related destination. Such payment for personal travel shall accompany the City's payment to the vendor for the tickets.
- e. If changes in travel plans occur that are the result of City business requirements (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the City. However, any increase in the cost of travel due to changes for personal convenience will be borne by the employee.

- f. Employees who obtain airline tickets on their own will be reimbursed based on the "lower" of: (a) Actual out-of-pocket cost paid for the airline tickets or alternate means of transportation (substantiated by receipt); or (b) the lowest (other than non-refundable) airfare available for their time of travel, unless an exception is granted in writing by the City Manager. When purchased by the employee, he/she must pay the cost of the travel and seek reimbursement along with all other travel expenses. Direct billing of airfare to the City is allowed only if arranged for or approved by the Department Director or the City Manager. ★
- g. First class air travel is authorized only where approved in writing per Section 4.2, Meal Reimbursement for Non-City Employees and Non-City Officials.

2.4 Other Miscellaneous Travel Expenses:

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry porter, bellman and the like (not including any maid service) are authorized by a listing, of same on the reimbursement form. Payment of a reasonable amount for porter service, bellman service and the like is considered to be a necessary payment for such service and, therefore, reimbursable.

A vendor's receipt will be required only when the single item cost of this type of expense exceeds \$10.00.

Local parking, ferry and bridge tolls may be reimbursed through the Petty Cash system, subject to petty cash guidelines.

2.5 Out of State/Overnight Travel:

To be eligible for any City reimbursement for out of state and/or overnight travel expense, an employee must receive written authorization from the City Manager or designee. This approval must be in the form of a "Preapproval Form for Travel Expenses". Councilmembers and Appointees shall receive preapproval for out of state and/or overnight expenses from the Council. Councilmembers shall be considered preapproved for travel expenses associated with the AWC Conference and the Legislative Action Conference that is held each year.

2.6 Accommodations:

Reasonable hotel/motel accommodations for employees and officials are acceptable and will be reimbursed at a maximum of the single room rate. Exceptions may be authorized by the Department Director or City Manager should a single room rate not be available, but evidence of this should be received from the hotel/motel. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges are allowed on a City credit card for a Director or Officer of the City. Room rental charges and related taxes can be paid by purchase order, but a purchase order cannot be used to directly pay for any other charge on the hotel bill.

2.7 Incidental Expenses:

This category includes all reasonable and necessary incidental expenses. Those allowed and specifically not allowed are identified, but not limited to, the following:

2.71 Allowable Incidental Expenses:

Laundry expenses if away from home five or more calendar days on City business.

Baggage checking and handling.

Business telephone and postage expenses. Personal telephone calls home, if away from home for more than a 48 hour duration, are considered a business expense but are limited to one call of reasonable duration for each 48 hour period. A "reasonable duration" for this purpose would be five (5) minutes. Costs for longer calls will be paid by the employee with the amount determined on a proportional basis. Telephone calls to make travel related arrangements are business expenses and will be reimbursed.

2.72 Non-allowable Incidental Expenses:

Unauthorized expenditures include, but are not limited to:

- * Alcoholic beverages
- * Expenses of a spouse or other persons not authorized to receive reimbursement under this policy
- * Beauty parlor or barber services
- * Personal entertainment (movie rentals, etc.)
- * Theft, loss, or damage to personal property
- * Damage costs caused by employee/officer actions
- * Airline or other trip insurance
- * Personal postage, reading materials, or non-business related telephone calls (except as provided elsewhere in this policy)
- * Personal toiletry articles

2.8 Moving Expenses:

As authorized by the City Manager, the reasonable moving expenses of a new employee are reimbursable. Moving expenses shall mean the costs of moving household goods, furniture, clothing and other personal effects of the new employee. Reimbursement for moving expenses is a negotiated item. Claims will be submitted on the standard personal expenditure reimbursement form.

3.0 NON-TRAVEL FOOD & BEVERAGE REIMBURSEMENT POLICY:

3.1 Employee Expense Reimbursements:

When overnight stay is not necessary, meal reimbursement will usually not be allowed except for Council retreats, public interface meetings, 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.

Public Interface Meetings are meetings with the City Manager, Public Officials, and/or City staff. They are established to provide a means of communication between City officials, and Citizens. The costs of providing meals to those attending on behalf of the City may be reimbursable. Public Interface Meetings in which the City Manager is not present must be preapproved for reimbursement by the City Manager.

Working Lunches/dinners. 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. Reimbursement may also be authorized for meals purchased while on City business, including seminars and classes, when the business occurs greater than 50 miles from the City.

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

Generally, the City will not incur costs for refreshments, and other related items, for meetings or functions held in the normal course of business or that are attended solely by City employees. However, such meetings or functions wherein a municipal function, public purpose, or City program is served or furthered, and wherein the City Manager has expressly approved the meeting, as such, the City may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the City.

- * Refreshments purchased solely for personal entertainment are not a legitimate City expense.

3.2 Ceremonies and Celebrations

- * Reasonable expenses, including, food and beverage, associated with commemorating, a dedication or an unveiling that is recognized as serving a public purpose are legitimate City expenditures.
- * Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate City expenditures.

Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires (1) the existence of a recognizable public or municipal purpose that relates to the purpose for the City's existence, (2) proper authorization from the legislative authority for such public sponsorship, and (3) a reasonable relationship between the amount of the City's expenditure and the "public" nature of the event.

4.0 NON-CITY EMPLOYEES AND NON-CITY OFFICIALS

4.1 Recruiting Costs:

As authorized by the City Manager, reasonable expenses of candidates for City positions are reimbursable when such candidates are invited, in writing, to visit Woodinville for personal interviews. Such invitation shall specify the current per day meal per diem amount and the requirement that other expenses be documented and turned over to the recruiting official who will prepare the reimbursement claim. The written invitation for interview and arrangements for transportation and lodging will be made by the City Manager, or delegate.

Claims will be submitted on a purchase order by the Department involved. A copy of the interview and supporting documents will be used as the customary vendor's statement.

The expenditure Guidelines contained in Section 2.0 will be applied to recruiting claims. Other incidental expenses are limited to transportation by shuttle vehicle to and from Sea-Tac Airport and necessary telephone calls to City staff.

4.2 Meal Reimbursement For Non-City Employees and Non-City Officials:

4.21 Employee claims for reimbursement of meal costs for non-City employees and non-City officials will be allowed only with a memo of authorization from the City Manager or his/her designee, which must be included with the reimbursement request. This memo must identify:

- * The name(s) of the individual(s) being hosted;
- * The official title or capacity of the person(s) and how it relates to City business;
- * The nature of the topic or topics discussed, nature of the occasion, what public purpose or public policy was served; and
- * How this activity was an appropriate way to carry out that purpose or policy.

4.22 Councilmember claims for the reimbursement of meal costs for non-City employees and non-City officials will require a memo of authorization by the Mayor, or in the Mayor's absence, the Deputy Mayor, and this included with the reimbursement request. This memo must identify the following:

- * The name(s) of the individual(s) being hosted;
- * The official title or capacity of the person(s) and how it relates to City business;
- * The nature of the topic or topics discussed, nature of the occasion, what public purpose or public policy was served; and
- * How this activity was an appropriate way to carry out that purpose or policy.

5.0 CLAIMS AND APPROVAL PROCESS

All claims shall be submitted for reimbursement using the personal reimbursement form along with a purchase order. Travel and subsistence expenses, except for incidental and minor costs authorized in this policy or in the petty cash guidelines, will not be paid from Petty Cash, unless authorized by the City Manager.

"Special" approvals required by this policy shall be obtained by employees in advance from the City Manager, or his/her designee; and by councilmembers from the Council. Such approvals shall be in advance of the event and by separate memo, which identifies the policy exception being authorized and the reasons for the exception.

All non-Council reimbursement claims must be authorized by the claimant's Department Director or by the City Manager, or the management employee authorized to act on his/her behalf, Department Director claims, therefore, will be approved by the City Manager. The Finance Director shall approve all reimbursement claims prior to payment by the City.

Claims may include the reimbursable costs of other City officials or employees who would be entitled in their own right to claim business expenses.

Claims that are rejected by the Finance Director shall be referred back to the appropriate Department Director for review and disposition. Should a dispute arise, the claim and related documentation shall be submitted to the City Manager for review and final disposition. Department Director claims shall be referred to the City Manager for review and disposition.