

CITY OF SAMMAMISH

WASHINGTON

RESOLUTION NO. *R99-09*

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, ADOPTING GUIDELINES AND
WRITTEN PROCEDURES RELATING TO EMPLOYEES'
TRAVEL EXPENSES WHILE CONDUCTING OFFICIAL
BUSINESS AND THE USE OF CREDIT CARDS FOR
TRAVEL PURPOSES**

WHEREAS, the City Council of the City of Sammamish wishes to establish written procedures and a format relating to expenses incurred in the course of official business by all Sammamish city officers and employees; and

WHEREAS, the City wishes to establish written procedures for the use of credit cards for traveling purposes in the course of official business by all Sammamish city officers and employees;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The written procedures and guidelines will conform to Revised Code of Washington 42.24.115 and BARS Manual Volume 1, Part 3, Chapter 3, Page 19. The term "officers" means all City Council members and the City Manager.

Section 2. Policy. It is the general policy of the City to pay the reasonable expenses of City officers and employees while on official City business. All travel by employees must be authorized by the Interim City Manager in order to obtain reimbursement. All travel by officers must be authorized by the Mayor in order to obtain reimbursement.

Section 3. Meals. Reimbursement for meals will be made on a per diem basis, according to the most recent Internal Revenue Service publication pertaining to Travel, Entertainment, and Gift Expenses. Meals included in registration fees or on flights are not reimbursable. Gratuities, not to exceed 15%, may be added to the meal price. Tips must be shown separately on each receipt. Expenditures not allowed as meal costs include, but are not limited to liquor, expenses related to spouse/family members, and expenses for guests or other persons not authorized to receive reimbursement under this policy.

Section 4. Accommodations. Reasonable hotel/motel accommodations for City officers and employees will be reimbursed or paid at a maximum of the single room rate. A vendor's receipt for those expenditures is required in all cases. Direct billing of hotel/motel charges is not allowed unless by way of an authorized City credit card.

Section 5. Automobile Expenses.

A. Personal Vehicles. Expenses shall be reimbursed for travel within a 300-mile radius of the City at such rate per mile as shall be established from time to time by the Interim City Manager in his discretion, but not to exceed the then current maximum rate allowed by the United States Internal Revenue Service for reimbursement of such expenses for purposes of business travel expense 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 nonrefundable) airfare obtainable by the City plus mileage reimbursement at the then current City rate, based upon the estimated distance between the airport and the destination. Incidental travel costs such as parking, ferry, or bridge tolls are reimbursable, as they would be if a City vehicle was provided.

Section 6. Out-of-State Travel. Trips by employees beyond the State of Washington must be authorized by the Interim City Manager prior to making final arrangements. The travel agency or vendor providing air reservations should bill the City directly or the employee can be reimbursed by completion of a request for reimbursement.

Section 7. Telephone Expenses. Telephone calls to the City are reimbursable. Employees traveling may make one phone call home per day.

Section 8. Other 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 as provided by 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.

Section 9. Non-Allowable Incidental Expenses. All non-allowable incidental expenses include: personal entertainment; theft, loss, or damage to personal property; expenses of a spouse, family, or other persons not authorized to receive reimbursement under this policy; barber or beauty parlor services; airline and other trip insurance; personal postage, reading material and/or telephone calls; and/or personal toiletry articles.

Section 10. Procedure. Request for reimbursement of allowable travel expenses shall be prepared by the officer or employee claiming reimbursement on the Request for Reimbursement form with all the required receipts. Reimbursement will not be made if the required receipts are not attached. A purchase order will then be signed and the purchase order processed through the next accounts payable run.

Credit cards may be authorized by the Interim City Manager to employees for the sole purpose of payment of expenses for authorized travel and in accordance with RCW 42.24.115. The Interim City Manager shall hold City credit cards for the sole purpose of covering expenses incident to conducting official business. Credit cards may be obtained by completing the Credit Card Travel form and presenting it to the Interim City Manager. If a credit card is obtained, it must be surrendered to the Interim City Manager within 48 hours after returning from the authorized travel. Credit cards may be authorized by the Mayor for City officers upon the same terms and conditions applicable to employees.

Credit card reconciliation of the expenses shall require the completion of a City purchase order. Each expense shall be itemized separately with the corresponding credit card receipt attached. Disallowed charges or charges not properly identified will be paid by the officer or employee before the charge card billing is due. Failure to do so will render the officer or employee personally liable for the unpaid amount plus interest at the rate charged by the bank which issued the credit card.

If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the officer or employee in the amount of the disallowed charges plus interest. If any charges are determined "disallowed" based on this policy, the officer or employee will be notified by Mayor or by the department director. If the affected officer or employee wishes to dispute the charges, a request for a review of the charges by the Interim City Manager must be in writing and completed within four working days and returned to the department director. The Clerk/Treasurer shall obtain the department director's comments and the Interim City Manager's decision. The affected employee shall be notified of the decision no later than seven working days after the Clerk's receipt of the request for review of the Interim City Manager's decision. If an officer wishes to dispute the charges, a request for a review of the charges by the Mayor shall be made by the officer within four working days.

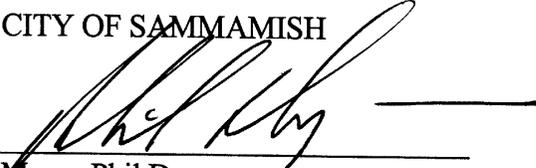
All decisions of the Interim City Manager are final.

PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, AT A REGULAR MEETING THEREOF THIS ~~30~~ DAY OF ~~MAY~~, 1999.

June 9th

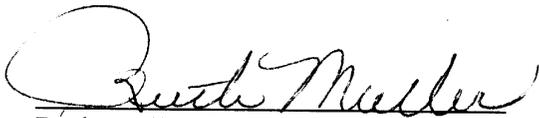
June 1999

CITY OF SAMMAMISH



Mayor Phil Dyer

ATTEST/AUTHENTICATED:



Ruth Muller, Interim City Clerk

Approved as to form:



Bruce L. Disend, Interim City Attorney

Filed with the City Clerk: *June 4, 1999*
Passed by the City Council: *June 9, 1999*
Resolution No.: *R 99-09*