

**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION NO. R2010-440**

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**A RESOLUTION OF THE CITY OF SAMMAMISH,  
WASHINGTON, ESTABLISHING A TRAVEL POLICY  
THAT CONFORMS TO STATE LAW REQUIREMENTS  
FOR CITY-RELATED TRAVEL AND TRAVEL EXPENSE  
REIMBURSEMENTS**

WHEREAS, it is necessary to provide the City of Sammamish with a travel policy and procedures that comply with State law requirements of Chapter 42.24 RCW; and

WHEREAS, the City Council desires to ensure that the City's system of travel and reimbursement of expenses conforms to the requirements imposed by State law.

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

Section 1. Adoption of Revised Travel Policy. The City Council hereby adopts the revised Travel Policy, attached hereto as Exhibit "A" and incorporated herein by reference.

Section 2. Repeal. City of Sammamish Resolution No. R2002-127 is hereby repealed.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 16<sup>th</sup> DAY OF NOVEMBER, 2010.**

CITY OF SAMMAMISH

APPROVED

  
\_\_\_\_\_  
Mayor Donald J. Gerend

ATTEST/AUTHENTICATED:

  
Melonie Anderson, City Clerk

Approved as to form:

for:   
Bruce L. Disend, City Attorney

Filed with the City Clerk: November 12, 2010  
Passed by the City Council: November 16, 2010  
Resolution No.: R2010-440

## **EXHIBIT A**

### **2.1 Eligible Travelers**

The City of Sammamish will reimburse elected city officials, employees, and members of boards and commissions (hereinafter referred to as a “traveler”) for their reasonable expenses incurred in the conduct of their business for the city. Reimbursement for such necessary and reasonable expenses will be made subject to the rules herein, compliance with the city’s purchasing policies, and Chapter 42.24 RCW.

Travelers on official city business are responsible for using the same level of care and consideration that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of official city travel are not acceptable.

### **2.2 Transportation**

All reasonable transportation expenses will be reimbursed. It is recommended that all city travelers use a city vehicle when on official city business unless a city vehicle is not available or it is determined by a Department Director that it is not in the best interest of the city due to the length of time such a vehicle shall be unavailable for other city use. Expenses shall be reimbursed for travel within a 300-mile radius of the city at the rate established by the IRS for reimbursement of such expenses. Reimbursement shall be made from the city to the destination or from the employee’s home to the destination, whichever is shorter. Trips beyond the 300 mile limit shall be reimbursed at the lower of (a) the established IRS rate per mile, or (b) the lowest available airfare (other than non-refundable) obtainable from major airlines plus mileage reimbursement based on the estimated distance between the airport and the destination.

Rental car use, when necessary to conduct city business, shall be based on the applicable government rate or the most economical vehicle/rate for the number of passengers and amount of cargo/luggage, whichever is less. Rental cars must have prior approval by the Department Director for employees, by the City Manager for Department Directors and City Council Members.

Travelers who receive an automobile allowance in lieu of city provided transportation shall not be entitled to further reimbursement for surface transportation within a 10-mile radius of the city. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be if a city vehicle had been provided.

### **2.3 Lodging**

Reasonable lodging expenses will be reimbursed at the government rate (if available) or, when as a part of a meeting package, the meeting package rate, whichever is less. If no government rate or package rate is available, lodging will be reimbursed at the hotel’s most reasonable room rate. A detailed receipt for all incurred lodging expenditures is required for reimbursement. Payment or prepayment may be made by purchase order or credit card.

## **2.4 Meals**

Reimbursement will be on a subsistence basis for meals consumed during the time the traveler is in travel status (see below) and as specified for a particular locale by the General Services Administration (GSA). Meals already included in registration fees are not to be included in subsistence payments. The traveler will not be reimbursed for liquor, expenses for companions, guests or other persons not authorized to receive reimbursement under this policy. One person may claim reimbursements for several city travelers eating together, as long as all names are listed on the reimbursement claim. Receipts are not required for subsistence claims however the traveler will be required to provide proof of conference, convention, meeting and training session information to show that meals are not provided in order to make the subsistence meal claim. "Continental breakfasts" and meals provided on airlines are not considered to be a provided meal under this section.

Business meals consumed outside of "travel status" require receipts for reimbursement. Meals consumed while at trainings or classes outside of "travel status" will not be reimbursed.

## **2.5 Incidental Expenses**

Reasonable costs for parking, taxis, buses, rental cars (if necessary), etc. are eligible for reimbursement if itemized on the claim form and accompanied by original receipt.

Phone calls made to the traveler's home are eligible for reimbursement. City travelers who travel away from home overnight may make one call home per day of reasonable length.

## **2.6 Out of Town Travel Status**

Out of town travel status is defined as at least 50 miles or one hour's drive in normal traffic from Sammamish and an overnight stay. Exceptions to the 50 mile/one hour drive requirement may be made by the City Manager either before or after the travel has occurred. All other travel is considered local travel.

Any normal travel time in excess of an eight-hour day each way, that is brought about by the traveler's choice of transportation will be charged to the employee traveler as vacation time. Paid time for travel shall be clearly resolved in accordance with Fair Labor Standards Act guidelines in advance of authorizing travel.

## **2.7 Reimbursement Requests**

It is the responsibility of the employee incurring the expense to complete the proper authorization/request forms and to obtain the necessary approvals.

Reimbursement requests must be accompanied by original receipt or statement. Photocopies will not be accepted. Tips not to exceed 15% for meals, taxis, or baggage handling are reimbursable.

Reimbursement procedures for out-of-pocket travel expenses will be through the normal claims

process. The employee shall prepare a reimbursement form, attach required receipts, attach proof of city business purpose, and submit for claims payment. Where administrative policy allows petty cash to be used for small business expense reimbursements, the applicable form should be prepared in like manner and submitted to the petty cash custodian.

### **2.8 Policy Administration**

The City Manager may establish additional procedures to facilitate administrative compliance with the city's Travel Policy established herein, or to comply with other State mandated financial oriented policies.

If any provisions of this policy are determined to be invalid or unenforceable for any reason, the remaining provisions shall remain in force and affect.