

**CITY OF SAMMAMISH  
WASHINGTON  
RESOLUTION No. R2015-644**

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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.

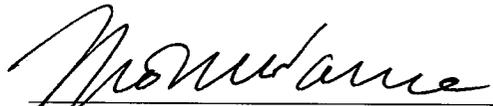
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,  
WASHINGTON, DO RESOLVE AS FOLLOWS:**

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 City of Sammamish Resolution No. R2010-440 is hereby repealed.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON  
THE 1<sup>st</sup> DAY OF SEPTEMBER, 2015.**

CITY OF SAMMAMISH

  
\_\_\_\_\_  
Mayor Thomas E. Vance

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Melonie Anderson, City Clerk

Approved as to form:

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Michael R. Kenyon, City Attorney

Filed with the City Clerk:	August 24, 2015
Passed by the City Council:	September 1, 2015
Resolution No.:	R2015-644

## **EXHIBIT A**

### **CHAPTER 2- TRAVEL POLICY**

#### **SECTIONS:**

- 2.1 Eligible Travelers
- 2.2 City Council Travel
- 2.3 Out of Town Travel Status
- 2.4 Transportation
- 2.5 Lodging
- 2.6 Meals
- 2.7 Incidental Expenses
- 2.8 Reimbursement Requests
- 2.9 Policy Administration
- 2.10 Per Diem Rates

#### **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 City Council Travel**

Hotel, airfare, and rental car expenses incurred by City Council Members must have approval, by the Finance Committee, before travel arrangements are reserved. All hotel, airfare, and rental car arrangements for City Council will be booked by the City Manager’s Executive Assistant.

#### **2.3 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 for non-exempt employees shall be clearly resolved in accordance with Fair Labor Standards Act guidelines in advance of authorizing travel as follows:

- Travel that includes an overnight stay: Travel time is paid if the travel occurs during the hours the employee would normally work, even if the travel occurs on a non-workday such as Saturday or Sunday. This would typically occur between 8:00 a.m. and 5:00 p.m. Travel time before or after the normal work day is not paid time.
- Travel to/from a one day meeting/conference/assignment: Travel time is paid to travel to and from the destination with a deduction for the time normally spent commuting to and from work. For example if an employee spent 3 hours driving to and from a one day conference and their normal commute time to and from work is 1 hour, the employee would be paid for 2 hours of travel time.

## **2.4 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. Trips beyond the 300 mile limit shall be reimbursed at the lower of (a) the established IRS rate per mile, or (b) the non-refundable, coach class airfare for a round trip between the Seattle/Tacoma Airport and the business related destination.

When making airline reservations, the employee shall be responsible for paying any increase in airfare necessary to accommodate (a) personal travel that is combined with business related travel, (b) the desire to purchase a refundable or non-coach class fare, and/or (c) the desire to fly a particular airline to earn points for a personal mileage plan. Such payments must be remitted to the City prior to the commencement of travel.

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 by the Finance Committee for 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.

## **2.5 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. Allowable lodging expenses include the basic lodging cost single room rate and any applicable taxes. A detailed receipt for all incurred lodging expenditures is required for reimbursement.

## **2.6 Meals**

Reimbursement will be on a subsistence basis for meals consumed during the time the traveler is in travel status (see above) 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", conference receptions, and meals provided on airlines are not considered to be a provided meal under this section.

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

## **2.7 Incidental Expenses**

Reasonable costs for parking, taxis (including gratuity), bus travel, ferry travel, baggage checking, etc. are eligible for reimbursement if itemized on the claim form and accompanied by an original receipt.

The per diem rate specified by the General Services Administration (GSA), includes an amount for incidentals. Fees and gratuities given to porters, baggage carriers, hotel staff, etc. are considered incidentals and will not be reimbursed separately.

## **2.8 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 an original, itemized receipt or statement. Photocopies will not be accepted. Tips not to exceed 15% for meals or taxis 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. Reimbursement requests must be submitted no less than quarterly. 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.

If changes in travel plans occur that are the result of City business requirements (i.e. extended stays or revised itinerary) or situations not under the control of the traveler (i.e. delays in departure, cancellations, medical emergencies) 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 traveler.

## **2.9 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.

## **2.10 Per Diem Rates**

Per diem rates, searchable by city and state or zip code, can be found at <http://www.gsa.gov/portal/content/104877>

The breakout of per diem rates by meal and incidentals can be found at <http://www.gsa.gov/portal/content/101518>