

RESOLUTION NO. 1191

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, AMENDING THE TRAVEL AND TRAINING POLICY FOR ALL EMPLOYEES AND PUBLIC OFFICIALS.

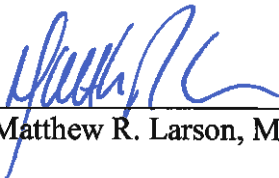
WHEREAS, the City Council of the City of Snoqualmie adopted Travel and Training Policies and Procedures by motion on June 12, 1989, amended the Travel and Training Policy by adoption of Resolution 522 on July 26, 1999, by Resolution 963 on January 11, 2010, and amended by Resolution 995 on April 11, 2011, and

WHEREAS, the City of Snoqualmie deems it necessary to revise its policy to update the per diem amounts, now, therefore, be it

RESOLVED, by the City Council of the City of Snoqualmie, Washington, as follows:

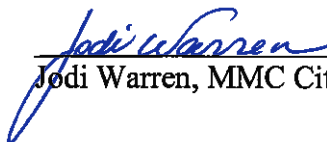
Section 1. The Travel and Training Policy, as set forth in "Exhibit A" attached hereto, is approved and adopted.

PASSED by the City Council of the City of Snoqualmie, Washington, this 8th day of April 2013.



Matthew R. Larson, Mayor

Attest:



Jodi Warren, MMC City Clerk

Approved as to form:



Patrick B. Anderson, City Attorney

CITY OF SNOQUALMIE
TRAINING & TRAVEL POLICY

SECTION 1
TRAVEL EXPENDITURE AND REIMBURSEMENT APPROVALS

- 1.01 Purpose
- 1.02 Definitions
- 1.03 Policy
- 1.04 Procedure
- 1.05 Eligible Expenditures Other than Meals
- 1.06 Meal Expenses

1.01 Purpose

To establish a policy and procedure related to obtaining travel and training authorization, advance travel funds and expenditure or reimbursement authorization for expenses incurred in conduct of business of the City.

1.02 Definitions

1.02.01 Conference: Examples may include, but are not limited to, a seminar, symposium, forum or convention associated with a league, association, alliance, etc. Can be interpreted to include any formal training session typically attended by an audience from a wide geographic area and organized by a regionally or nationally known entity.

1.02.02 Eligible Meals: Meals which are sufficiently related to work that the cost will be paid by the City.

1.02.03 Employee: References to “employee” can also be interpreted to include all other authorized personnel associated with the City.

1.02.04 Hosting: For regulatory purposes includes but is not limited to those activities that are intended to lobby or influence any elected official, governmental official or vendor and are normally social rather than a governmental business event and further normally includes expenditures for meals.

1.02.05 Ineligible Expenses: None of the following expenses shall be paid by the City: travel paid for by any other organization, alcoholic beverages, tobacco, valet services (except as noted in 1.06.04) meals or lodging accommodations for family or guests, tour bus fees for sightseeing tours, mileage if traveling as a passenger in a privately owned car, personal vehicle insurance, trip insurance, hosting or any other personal expenditure for entertainment or other purposes. Staff must have a valid driver’s license as well as personal liability insurance on their vehicle as required by state law.

1.02.06 Per Diem Rates: Per diem rates are rates established by City Council for reimbursement or advance payment for eligible meals in lieu of actual expenses incurred. Per diem rates for eligible meals are as follows: Breakfast-\$10.00, Lunch-\$15.00, Dinner-\$25.00. Expenses for meals will not exceed \$50.00 (fifty) dollars per day. A higher rate

for per diem rates may be authorized by the City Administrator or the Mayor, should the rates above be found to be insufficient for an area with a higher cost of living.

1.02.07 "FLSA" means the Fair Labor Standards Act

1.03 Policy

1.03.01 It is the policy of the City of Snoqualmie to reimburse City elected and appointed officials, employees and members of boards and commissions for their reasonable expenses actually incurred in the conduct of their business for the City. Generally, eligible expenditures include travel, meals and lodging incurred by the individual while away from the City and necessitated by City business. Authorization for the use of a City credit card or for reimbursement or advance payment for such necessary and reasonable expenses will be made subject to the rules herein by application and upon compliance with this policy and with Chapter 42.24, Revised Code of Washington. Such expenditures will be consistent with the best interests of the City.

1.03.02 Any normal travel time in excess of one day each way, which is brought about by the employee's choice of transportation or time of travel, will be charged to the employee as vacation time. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines in advance of authorizing travel.

1.03.03 Advanced Travel:

- A. Payment for such travel expense may be made in advance if a completed Expenses to be Paid form and a completed Request to Attend Training/Conference form is submitted to Accounts Payable three days prior to a check run.
- B. Travel advances are intended for out-of-pocket expense to be paid by the individual during authorized travel.
- C. Travel advances are not intended for travel tickets, pre-registration fees, prepaid lodging and other such items which can normally be billed to the City, paid through the regular accounts payable system, or City credit card. Employees are expected to plan ahead for such items, as these items are not included in travel advance.
- D. Travel advances are considered liens against any amount owed by the City to the employee. Any amounts in default may be withheld by the City from funds owed to the employee. No advance will be made to an employee who has an advance which is in default. Any employee with a demonstrated history of advance travel defaults may be barred from receiving advance travel funds by the Mayor, City Administrator or Department Head, as appropriate.

1.04 Procedure

1.04.01 Approvals: Attendance at a conference or training by employees must be approved in advance on a Request to Attend Training/Conference form. Travel and meals eligible for payment at the per diem rate for which expense reimbursement or advance payment is requested under this policy must be signed, approved and filed in the Finance Department on an Expenses to be Advance Paid or Reimbursement form.

Training/conference registration fees and lodging expenses to be paid by City credit card must be signed, approved and filed in the Finance Department on an Expenses to be Paid by City Credit Card form. Both forms must be submitted with the completed Request to Attend Training/Conference form. Normally, claims for reimbursement are to be submitted no later than 5 days after the return from travel. Ongoing approval responsibility for specific travel, reimbursement for expenditures and credit card charges shall be made, pursuant to normal purchase order duly verified by the claimant and submitted for final approval as noted below:

- A. If Council or other commissions or boards-approval will be made by the Mayor.
- B. If the Mayor-approval will be made by the Mayor Pro-Tem.
- C. If the City Administrator-approval will be made by the Mayor or if the Mayor is unavailable, the Mayor Pro-Tem.
- D. If Department Head-approval will be made by the City Administrator.
- E. If other employees-by the Supervisor and the Department Head.

1.04.02 Non-travel status travel expense need not be pre-approved prior to being incurred unless the individual who would normally approve such expenditures after the fact has set a policy that requires such pre-approval.

- A. Where pre-approval has not been required and the person proposing to incur the expense has any question about the legitimacy of the expense, pre-approval should be obtained.
- B. Individuals who incur non-travel status travel expense without pre-approval incur such expense at their own peril; i.e., if reimbursement or authorization of the expense is not approved, the expense will be the individual's personal obligation.

1.04.03 Use of City Credit Card: The Mayor, City Administrator, Department Heads and Senior Staff may be issued a City credit card. The City Administrator is responsible for administration of the credit cards. The act of obtaining a City credit card does not indicate pre-approval of expenses. City credit cards can only be used for the following travel related expenses:

- A. To pay conference registration and conference provided meal fees.
- B. To pay for eligible transportation related costs such as airfare and parking fees.
- C. To pay for eligible lodging costs.
- D. To pay for refueling of a city vehicle (unless fuel card system is established)

No late fees or finance charges are allowed; if incurred, this will become the sole responsibility of the individual cardholder and is to be paid immediately.

1.04.04 Use of City credit cards for ineligible expenses:

- A. A City credit card cannot be used for that portion of any expense that is the responsibility of the individual employee and not the City. For example, if lodging costs were higher because of an additional guest in the room, only the portion of the lodging cost attributable to the employee can be charged to the City credit card.

B. If a conference or training requires pre-payment of both eligible expenses for the employee and ineligible expenses for a spouse or guest, the employee shall immediately deliver a check to the Finance Department payable to Business Card for the amount of the ineligible portion of the pre-payment, and in no case later than the due date of the City credit card bill.

1.04.05 Documentation of Expenses:

A. All actual expenses other than those covered by per diem rates shall be submitted to the Finance Department on the Expenses to be Paid form. Each employee is expected to submit his/her own signed travel expense form reflecting reimbursable expenses actually incurred, along with original itemized receipts for all costs incurred.

B. If lodging accommodations are shared between two or more employees, the lodging portion of the billing for all such employees may be submitted by the employee paying the bill.

C. Claim of any charge which could reasonably raise a question should be accompanied by an explanation of such charge.

1.04.06 Individuals may be reimbursed for single non-travel status meal expense from the petty cash fund, provided proper documentation and approval is submitted. (For example, Chamber of Commerce luncheon)

1.04.07 Except for lodging where individuals share the same room or transportation conveyance (cab, rental car, etc.) each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. The only exceptions are group meals arranged for work sessions or banquets arranged by a department.

1.04.08 For charges incurred on city credit cards resulting in lack of proper documentation, a lost receipt form shall be completed and submitted. This form is to be used infrequently (i.e. once per year).

1.05 Eligible Expenditures Other than Meals

1.05.01 Registration: Actual cost of any employee at a meeting, conference or convention for which he/she has received approval. Early bird registration is encouraged.

Registration should be prepaid. The Finance Department is to be contacted in sufficient time to process the registration with regular accounts payable procedures. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement or accompany the credit card billing statement.

1.05.02 Transportation:

A. Actual costs for bus travel, train travel, taxi, tolls, car rentals, parking fees and air travel are eligible, provided all such air travel shall be by coach/economy. Payment for air travel shall be at actual cost from Sea/Tac Airport to destination and return. If changes in travel plans occur that is 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.

B. The use of a City fleet vehicle is encouraged for all day (non overnight) trips. If a City fleet vehicle is used, out of the area costs of vehicle operation are authorized for fuel, oil, tires and necessary repairs for a City fleet vehicle.

C. At their option, employees may use a personal vehicle for out of the area and overnight travel and shall be reimbursed the prevailing mileage rate set by the Internal Revenue Service. Such reimbursement shall be the lesser of published regular coach class airfare to and from Seattle-Tacoma airport or actual mileage destinations.

1.05.03 Lodging: Actual cost of hotel or motel accommodations is eligible. If a family member or guest accompanies the employee, the employee shall pay for the amount over that of a single accommodation, if any.

1.05.04 Laundry and Valet Service: Actual cost of laundry and/or valet service are allowable expenses when employees are required to be away from the City for more than five days at one time or the conditions under which they are required to work while away from the City create a more than normal need for such services.

1.05.05 Telephone: Charges for telephone are eligible for reimbursement if City business requires such communication. Employees staying outside of King County on business are allowed one personal call per day at City expense. Such calls shall not exceed 10 minutes in duration. Any personal calls in excess of one per day are to be paid by the employee.

1.06 Meal Expenses

1.06.01 Meals: Meals associated with work by City employees are either eligible meals or ineligible meals or ineligible meals:

1.06.02 Eligible Meals

A. Unless the meal is provided by the conference organizers, as part of the conference agenda, an eligible meal expense will only be advance paid or reimbursed at the applicable per diem rate.

B. Unless the meal is provided by the conference organizers and paid for as part of the conference registration fee, meals cannot be charged to a City credit card.

C. Meals for City Council, boards, commissions and staff conducting formal City business during meal times are specifically authorized. However, these types of business meals should be infrequent.

D. Meals consumed while in travel status; breakfast, lunch, dinner.

1.06.03 Ineligible Meals

A. Expenses for meals, where City business is conducted and that could reasonably occur during non-meal periods, are not eligible for reimbursement and will be the responsibility of the employee or elected official.

1.06.04 Per Diem Rates

A. Individuals on travel status shall be advance paid or reimbursed for meal expense using per diem rates.

1.06.05 The following exhibit is intended to provide examples for implementation of this policy:

Eligible/Reimbursable

1. Council has a non-regular, early work session at 5:30 p.m. prior to 7:00 p.m. Council meeting. Participating staff are invited to order dinner to be delivered for the meeting. **Eligible/Reimbursable**
2. An employee attends training out of town which includes an overnight stay and a meal is not included in the registration fee. **Eligible/Reimbursable**
3. Department Head asks employee to fill in for him/her at a local breakfast, lunch or dinner meeting (same day notice, no advance notice given). **Eligible/Reimbursable**
4. An employee is required to work through lunch or take a shortened lunch due to emergency or special project. **Eligible/Reimbursable**
5. An employee attends a not regularly scheduled business meeting on behalf of the City during breakfast, lunch or dinner. The meeting is held locally and the meal is consumed by meeting participants as part of meeting. **Eligible/Reimbursable**
6. An intergovernmental agency (e.g.PSRC,) calls a special meeting in Seattle to discuss regional issues. Lunch is purchased by the Snoqualmie staff and officials attending and consumed while the meeting is conducted. **Eligible/Reimbursable**
7. A meal is provided by the conference or special event (regardless of location) organizers, whether or not it is included in the registration fee or in addition to, for which the meal has a business purpose such as a keynote speaker. (This meal is not subject to the per diem limits referenced in 1.07.04). **Eligible/Reimbursable**