

RESOLUTION NO R 95-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, ESTABLISHING TRAVEL POLICIES AND REIMBURSEMENT OF EXPENSES INCURRED WHILE ON OFFICIAL CITY BUSINESS.

WHEREAS, Officers and employees of the City of Lakewood should be entitled to the payment of or reimbursement for expenditures incurred while on official business for the City; and,

WHEREAS, it is appropriate to provide for a uniform policy setting forth a City travel policy.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON HEREBY RESOLVES as follows:

Section 1. Establish Travel Policies and Procedures.

The Travel Policies and Procedures for reimbursement for expenses incurred while on official city business are hereby adopted as set forth on the attachment hereto, marked as Exhibit "A" and incorporated herein by this reference..

Section 2. Effective Date.

This Resolution shall be in full force and effect on the 28th date of February, 1996, provided that the terms of this Resolution shall also be in effect during the interim period of time from the date hereof to the 28th date of February, 1996.

PASSED by the City Council on the 13<sup>TH</sup> day of November, 1995.

Bill Harrison  
Mayor

Attest:

Spencer Kunkle  
City Clerk

Approved as to Form:

Al B. [Signature]  
City Attorney

Exhibit "A"  
**CITY OF LAKEWOOD, WASHINGTON**  
**TRAVEL POLICIES, REGULATIONS, AND PROCEDURES**

**ARTICLE I: POLICY**

1. **PURPOSE:** The purpose of this policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which public officials and employees of the City may qualify for payment or reimbursement.
2. **PERSONS AFFECTED:** This policy applies to employees and appointed and elected public officials of the City of Lakewood.
3. **REFERENCES:** Internal control procedures of Finance, Resolution R95-13, and Chapter 42.24 RCW.
4. **POLICY STATEMENT:**
  - A. It shall be the policy of the City of Lakewood to allow the attendance and participation of City officials and employees at meetings and conventions where such participation is determined to be in the best interests of the City of Lakewood. Those employees and public officials who attend such meetings and conventions shall be reimbursed or shall be provided payment for all valid business expenses related to the attendance and participation of such meetings and conventions. Spouses, other family members or guests may attend these functions, but the attendance by such spouse, other family members or guest shall not be at the cost and expense of the City, with any such costs or expenses being borne by the employee or public official.
  - B. It shall be understood that all subsistence rates, allowances and payments provided to City employees and public officials through the implementation of this policy shall be paid when such employees or public officials are engaged in City business and where the attendance or participation at meetings and conventions has been authorized in advance by the City Manager, for City employees, by the Mayor, for the City Manager, and by a majority of the City Council for elected and appointed officials, provided that an elected official shall not be required to obtain approval of the City Council to travel on City business unless and until that elected official has expended over one seventh (1/7th) of the total travel related budget allocated for the entire City Council for the year in which such expenses are incurred, or because of the travel expenses anticipated to be incurred in that elected official's travel would reasonably be expected to bring that elected official's travel expenses to over one seventh (1/7th) of the total travel related budget allocated for the entire City Council for the year in which such expenses are incurred. For the purposes hereof, travel expenses incurred by elected officials shall be deemed approved to the extent that the travel related expenses for any such elected official do not exceed one seventh (1/7th) of the total travel related budget allocated for the entire City Council for the year in

which such expenses are incurred. The City Council shall be provided a monthly accounting of expended, committed and unexpended balances in the travel related line items of the City Council budget. It is further provided that for the purposes hereof, and specifically for the purposes of approval of travel and travel related costs for the City Manager, any travel provided in the City Manager's employment contract is deemed to have been approved by the Mayor. It is further provided that approval by the Mayor shall include approval by the Deputy Mayor in the Mayor's absence.

- C. Other than where a per diem meal allowance is involved, receipts, proof of payment documentation, or certification in the case of lost or non-available receipts are required for all reimbursements. Such documentation shall be provided to the Finance Department within 15 days of the expenditure or within 15 days of the return of the employee or public official from the convention, seminar or meeting, whichever occurs later.
- D. If an employee/official wishes to have his/her spouse, other family members or guests accompany him/her on any City related travel, the employee/official shall advise the City at the time the advanced travel request is made. To the extent necessary, the employee/official shall provide payment to the City of any costs for the spouse, family members or guests which would need to be submitted in advance to the sponsors of the convention, seminar or meeting, so that no obligation by the City exists to provide such payment and that payments are received in a timely manner by the sponsor.
- E. If an employee/official requests travel arrangements to be made by the City, and payment is forwarded to the sponsor of the requested convention, seminar or meeting, or other travel arrangements are paid for by the City, and that employee/official fails, without good cause to attend the convention, seminar or meeting, the employee/official shall reimburse the City the amount paid by the City. Questions of good cause shall be determined by the City Manager (for employees), by the Mayor (for the City Manager) and by the City Council (for elected or appointed officials).

## ARTICLE II: GENERAL

### 1. CONTROL OF TRAVEL:

- A. A positive system for control over travel, reimbursable under these regulations, is established by the City providing for prior authorization or approval by the City Manager, for City employees, by the Mayor, for the City Manager, and by the City Council, for elected or appointed City officials. Authorization of travel is to be exercised through the use of the current budget, or through other equally effective means. An Advance Travel Authorization Form is to be used whenever a travel advance is requested by an employee/official, and such forms shall be approved by

the City Manager, for City employees, by the Mayor, for the City Manager, and by the City Council for elected or appointed officials. Travel Expense Vouchers are to be audited by the Director of Finance.

- B. If a question arises regarding the method of reimbursement to be allowed an employee/official under these travel regulations, the option to be selected shall be the option that is most advantageous and economical to the City. The method selected is not to be influenced by the personal travel plans of the employee/official.
- C. Officials and employees are to exercise prudent judgement in incurring travel expenses on official City business. Excessive or unnecessary expenses will not be reimbursed or paid for by the City.
- D. Lodging expenses shall not be reimbursed or paid unless the total distance between the site of the convention, seminar or meeting and the corporate boundaries of the City is at least forty (40) miles (one way).
- E. For purposes of these regulations, the following definitions apply:
  - 1. In-State Travel - means travel within the State of Washington.
  - 2. Out-of-State Travel - means travel anywhere outside the boundaries of the State of Washington.
  - 3. City Employees - means all regular, temporary or seasonal employees of the City of Lakewood, whether full-time or part-time, and whether represented by a bargaining agent or not, including but not limited to the City Manager, department heads, supervisory or management employees, provided that approval of travel expenses for the City Manager shall be made by the Mayor, subject to the provisions hereof..
  - 4. Appointed Officials - means all members of City boards, commissions or committees, who are not employees of the City but who have been appointed to represent the City as a non-paid volunteer on such board, commission or committee.
  - 5. Elected Officials - means members of the City Council holding current office, whether they have been elected to that position, or appointed to fill a vacant position on the City Council.
  - 6. Conventions, Seminars, Meetings - refers to and includes any and all public, municipal and governmental gatherings, for municipal-political, educational and professional purposes, the attendance at which, by City employee(s) and/or public official(s) would be beneficial to the City of Lakewood.

- F. Maximum payment for or reimbursement of transportation costs and expenses via commercial carrier is to be no greater than tourist class or its equivalent, provided that it shall be the responsibility of the employee/official to request of the transportation vendor a "government rate," if available, unless a lower rate for the same travel service is available. Additionally, the maximum payment for or reimbursement of transportation costs and expenses shall not exceed the costs of the lesser/least expensive method of travel where there are two or more methods of travel reasonably available. All exceptions shall be approved in advance by the City Manager (for City employees), by the Mayor (for the City Manager), and by the City Council (for elected or appointed officials).

**2. DIRECT PAYMENT TO VENDORS SUPPLYING SUBSISTENCE OR LODGING:**

- A. Any employee/official who requests a direct billing to the City shall receive advance approval from the City Manager.
- B. Direct billings to the City from vendors for expenses of individuals in travel status are not to result in a cost to the City in excess of what would be payable by way of reimbursement to the individuals involved.

**ARTICLE III: MEALS AND LODGING**

**1. BASIS FOR REIMBURSEMENT - GENERAL:**

- A. Reimbursement is to be for all authorized travel, subject to the restrictions provided herein, but shall not be made for expenses incurred at or between the City of Lakewood and the employee's/official's home.
- B. Payment for or reimbursement of personal expenses is prohibited. Personal expenses include, but are not limited to the following:
1. Liquor;
  2. Tobacco;
  2. Expense of a spouse or other persons not authorized to receive reimbursement under this policy;
  3. Gratuities related to personal expenses;
  4. Theft, loss or damage to personal property;
  5. Barber or beauty parlor;
  6. Airline or other trip insurance;
  7. Personal postage;
  8. Reading material;
  9. Personal telephone calls, other than one telephone call per day of travel to the home of the employee/official, with the telephone call not being longer than ten (10) minutes;
  10. Personal toilet articles;

11. Valet or laundry service;
12. Entertainment, including movies, television and video rentals, and travel expenses to and from such entertainment.

If prohibited expenses are charged to the city, they must be immediately reimbursed.

- C. Allowable lodging expenses are intended to include the basic commercial lodging rate or the "government rate," if available, any applicable sales taxes and/or hotel/motel taxes, and any tips or gratuities not to exceed fifteen percent (15%). It shall be responsibility of the employee/official to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available.
- D. Maximum meal allowances are intended to include the basic cost of a meal, any applicable sales tax, and any tip or gratuity not to exceed fifteen percent (15%) of the total costs of the meal, and any expenses for applicable sales taxes or tips or gratuities shall not be otherwise reimbursed.
- E. No payment for or reimbursement of meal expenses shall allowed when an employee/official does not incur expenses for specific meals because the meals are furnished as a part of a meeting, seminar or conference.

2. **LODGING, MEALS AND MILEAGE RATES:**

The City maintains the following schedules that provide for maximum reimbursement rates for lodging, meals, and mileage for City employees/officials traveling on official City business:

A. LODGING, MEALS AND MILEAGE RATES

The maximum lodging rates shall be set with regard to geographic areas and the different rates available as follows:

- |    |   |                    |
|----|---|--------------------|
| 1. | General Maximum Lodging Rates   | \$ 85.00 per night |
| 2. | Larger Metropolitan Areas<br>(Metropolitan Areas of 500,000<br>population or more)    | \$120.00 per night |
| 3. | Largest Metropolitan Areas<br>(Metropolitan Areas of 1,000,000<br>population or more) | \$160.00 per night |

The above maximum lodging rates do not apply where lodging is tied to a specific hotel or motel or lodging accommodation in connection with the seminar, convention or meeting being attended.

If special or unusual circumstances or other limitations exist in connection with the lodging for a seminar, convention or meeting, higher lodging rates may be approved in advance by the City Manager (for employees), by the Mayor (for the City Manager), and by the City Council (for elected or appointed officials).

B. MAXIMUM MEAL ALLOWANCES

1. Per Diem Amount. The meal costs for employees/officials in connection with their City related travel shall be paid in the amount of a total per diem amount of forty dollars (\$40.00) per day, in which case, no receipts are required. It is provided, however, that if any meals are included or provided with the registration or lodging of the convention, seminar or meeting, the following amounts will be deducted from the per diem amounts, corresponding with the meals that are included or provided, per day of the convention, seminar or meeting:

BREAKFAST..... \$ 8.00  
LUNCH ..... \$12.00  
DINNER ..... \$20.00

2. Receipt Amount. Employees/officials shall be able to receive reimbursement for meal costs in excess of the per diem amount if the employees/officials have receipts for their meals, provided that the maximum rates for which employees/officials may be reimbursed are as set forth below:

BREAKFAST..... \$12.00  
LUNCH ..... \$18.00  
DINNER ..... \$30.00

MAXIMUM DAILY TOTAL .....\$60.00

It is provided, however, that if meal costs exceed the above maximum amounts, a receipt and a satisfactory explanation shall be provided to the City for each meal in excess of such amounts. The amount in excess of the above maximum shall not be paid unless approved by the City Manager (for employees), by the Mayor (for the City Manager), and by the City Council (for elected or appointed officials).

If no receipt is available for a meal or meals for which an employee/official seeks reimbursement above the per diem amount, the employee/official shall provide a statement as to the cost of the meal(s) and reason(s) for unavailability of a receipt. The amount in excess of the per diem amount shall not be paid unless approved by the City Manager (for employees), by the Mayor (for the City Manager), and by the City Council (for elected or appointed officials).

Questions, concerns or reviews and decisions on challenged or questionable reimbursement amounts shall be by the City Manager (for employees), by the Mayor (for the City Manager), and by the City Council (for elected or appointed officials), and decisions by such person(s) shall be final and conclusive.

C. ELIGIBILITY FOR MEAL ALLOWANCES

In order for an employee/official to be eligible for meal allowances the employee/official must be in travel status during the normal meal period(s). To receive reimbursement for breakfast the employee/official must be in travel status before 7:00 A.M., for lunch, before 12:00 Noon and/or return after 1:00 P.M., except where a luncheon meeting is held. For dinner, the employee/official must be in travel status until after 6:00 P.M.

Meal allowances shall not be reimbursed when meals are furnished to the employee/official as a part of the meeting, seminar or convention being attended. If some but not all of the meals are provided as part of the meeting, convention or seminar, the meal allowance reimbursement available to the employee/official shall be only available for the specific meals not included.

D. PRIVATE VEHICLE MILEAGE REIMBURSEMENT

The mileage reimbursement rate available for employees/officials using their own vehicles while on City related travel shall be the mileage reimbursement rate as used by the Internal Revenue Service.

**ARTICLE IV: OTHER TRAVEL EXPENSES**

1. **REIMBURSABLE TRANSPORTATION EXPENSES:**

Reimbursable transportation expenses include all necessary official travel on airlines, buses, private motor vehicles, and other usual means of conveyance. Transportation cost between home and the site of the convention, seminar or meeting is a personal obligation of the City employee/official, and is not reimbursable by the City unless approved in advance by the City Manager (for employees), by the Mayor (for the City Manager) and by the City Council (for elected or appointed officials).

2. **MULTIPLE ATTENDEES:**

Reimbursement is to be payable to only one of two or more employees/officials traveling in the same motor vehicle on the same trip.



3. **MISCELLANEOUS TRAVEL EXPENSES:**

Miscellaneous travel expenses essential to the transaction of official City business are reimbursable to the employee/official. Reimbursable expenses include, but are not limited to:

- A. Taxi fares, motor vehicle rentals, parking fees, and ferry and bridge tolls.
- B. Registration fees required in connection with attendance at approved meetings, seminars or conventions.
- C. Telephone charges that are for City business. The number called should be noted on the lodging receipt.

**ARTICLE V: TRAVEL EXPENSE ADVANCES**

1. **PURPOSE OF TRAVEL EXPENSE ADVANCES:**

The purpose of the travel expense advance is to defray the employee's/official's anticipated reimbursable expenses.

Whenever it becomes necessary for an official or employee of the City to travel and incur reimbursable expenses, the City shall provide advances for meals in amounts not exceeding the meal costs as computed by using the maximum meal allowances set forth above, pursuant to the request by the employee/official in connection with approved City related travel, with the travel expense advances being paid to the employee/official prior to departure.

The City may also provide travel expense advances for lodging, if the lodging costs can be adequately determined in advance, in which case the lodging travel expense advance would be paid prior to departure. However, if the lodging costs can be sufficiently determined and if adequate time is available for processing payment for lodging expenses through the requisition and purchase order, that would be the preferred method of providing travel expenses for lodging.

It is provided however that travel expense advances are not available for personal motor vehicle expenses while traveling on City business away from the convention, seminar or meeting.

2. **ADVANCE TRAVEL REQUEST PROCEDURES:**

The employee/official shall submit a "Advance Travel Request" to the City Manager, which shall include a copy of the convention, seminar or meeting agenda, with dates and times. The Advance Travel Request shall be considered for approval by the City Manager (for employees), by the Mayor (for the City Manager) and by the City Council (for elected or

appointed officials) as soon as reasonably possible after receipt. Upon approval of the proposed travel, the Advance Travel Request Form indicating approval, shall be forwarded to the Director of Finance not less than one week before the departure date. The Finance Department will issue a check (from the City's Travel Advance Account) to the employee/official, after verification of the request form, including identification of BARS codes and vendor numbers.

The following expenses should not be included in the advanced travel request, but should be processed via requisition and purchase order, if applicable:

- A. Direct payments to vendors.
- B. Airfare. (This should be paid by the City through direct billing to the City before departure. It is provided, however, that it shall be the responsibility of the employee/official to request of the air travel vendor a "government rate," if available, unless a lower rate for the same air travel service is available.)
- C. Registration fees.
- D. Office expenses and supplies.
- E. Reimbursement for travel expenses already incurred.
- F. Other travel expenses that are not allowed for reimbursement, such as meals that are included in the registration cost.

If the above expenses cannot be processed via requisition and purchase order, whether because of time limitations or other circumstances, they may be included in the travel expense advance if approved by City Manager (for employees), by the Mayor (for the City Manager), and by the City Council (for elected or appointed officials).

### 3. ACCOUNTING FOR TRAVEL ADVANCES:

Accounting for Advanced travel expenses shall be done by the employee/official, within two (2) days after returning from the trip. Such accounting shall be completed on the City's Travel Authorization and Expense Claim form and shall include the following:

- A. Employee claims must be submitted to the employee's department head or designated representative.
- B. Elected or appointed official claims must be submitted to the Director of Finance.
- C. If the advanced travel expense amount is more than the expenses incurred, cash or a personal check from the employee/official repaying the City the difference shall accompany the Travel Authorization and Expense Claim form.

- D. If the advanced travel expense amount is less than the expenses incurred, and the employee/official paid the difference, a check will be issued by the Finance department to the employee/official.
- E. If the Travel Authorization and Expense Claim form is not submitted within the time frame set forth above, a ten percent (10%) interest per annum amount will be assessed pursuant to Section 42.24.150 RCW.
- F. The employee/official who has received advanced travel expenses is responsible for taking appropriate safety measures with respect to all monies received. The employee/official shall be responsible to account for and/or replace, at his or her own expense, any monies to be repaid to the City even if advanced travel expense funds are lost, misplaced or stolen.

4. **USE OF CITY CREDIT CARDS:**

- A. The City Manager or designee is authorized to obtain up to eight (8) regular charge cards which shall be held by, and shall be used under authority of, the City Manager and the Director of Finance, for the purpose of covering expenses incidental to budgeted, authorized travel by employees/officials, and for the purpose of covering other budgeted, City related expenses approved in advance by the City Manager. Such charge cards may be used from the City Hall offices by authorized employees to make arrangements for advance payment of airline fares, lodging, registration fees, and tuition, as authorized by the City Manager, where such expenses have been included in the budget approved by the City Council. Additionally, charge cards in the form of gasoline credit cards and telephone calling cards may be temporarily carried by employees/officials of the City while traveling, for authorized purposes, in City vehicles when approved in advance by the City Manager. It is further provided that all credit card receipts and/or other documents identifying credit card expenditures shall be delivered to the Finance Department upon return to City Hall.
- B. Authorization and expense claim vouchers for credit card use. Upon billing, or no later than ten (10) days of the billing date, the employee/official using a City credit card issued under the foregoing section shall submit a fully itemized travel authorization and expense claim voucher. Any charges against the credit card not properly identified by the travel authorization and expense claim voucher or not allowed following an audit by the Finance Department or other qualified entity shall be paid by the employee/official by check, United States currency, or salary deduction.
- C. Repayment of disallowed charges. If, for any reason, disallowed charges are not repaid before the credit card billing is due and payable the City shall have a prior lien against and a right to withhold any and all funds payable to or to become payable to the employee/official in the amount of the disallowed charges, plus interest at the same rate as charged by the company which issued the credit card. Any

employee/official who has been issued a credit card by the City shall not use the card if any disallowed charges are outstanding, and shall surrender the card upon demand to the City Manager. The City shall have unlimited authority to revoke use of any charge card and, upon such revocation order being delivered to the credit card company, shall not be liable for any costs.

**CITY OF LAKEWOOD  
BUSINESS TRAVEL POLICY**

**Mandatory**

**PURPOSE:** To define the policies and procedures to be followed when by employees and other designated individuals when requesting reimbursement for travel and other expenses incurred during official City business.

Pursuant to RCW 42.24:

**I. AUTHORIZATION**

All employees claiming reimbursement shall be authorized, in writing by the Department head or their designee.

All council officials and city manager claims' shall be authorized in writing by Position #1 of the City Council.

**II. ALLOWABLE REIMBURSEMENT(S)**

A. Reimbursement for the following is established when the expense is deemed necessary and reasonable:

- 1) Meals when outside of city boundaries and on official city business;
- 2) Meals when a meeting or conference attendance is mandatory within the city;
- 3) Gratuity up to 15% of reimbursable meal cost;
- 4) Lodging for Department head authorized overnight attendance at a conference when conference is outside of the County boundaries in which the City is located and is not the city or county residence of the employee;
- 5) Meals during official overnight city business when not included with conference attendance. Per diem meal rates before gratuity shall be \$45.00;
- 6) Individual meal reimbursements, when attendance at meeting is less than a full work day shall not exceed:

Breakfast	\$ 8.00
Lunch	\$12.00
Dinner	\$25.00

All meal requests shall be supported by receipts;

- 7) Mileage shall be paid at the current maximum Internal Revenue Service (IRS) rate per mile when employee or city official uses personal occupancy vehicle for authorized official city business;

8) The combined cost of meals for one or more employees, city officials, or other authorized persons all of the same department, when only a singular bill was provided because:

- a) a coupon or other reduced cost special did not allow for separate receipting; or
- b) the individuals are sharing a one-portion meal.

One individual shall claim reimbursement and all others shall sign the claim as authorization that employee may receive payment on their behalf. All individuals are solely responsible for the proper disbursement of the reimbursement;

- 9) Automobile rental, taxi services, airport/hotel transfer services;
- 10) Parking expenses when for official city business;
- 11) Conference and training fees as approved, in writing, by Department head; and
- 12) Incidentals.

B. Travel Reimbursements are limited to the most cost efficient means, however, not prohibiting reasonable exceptions when time is a factor.

### III. UNALLOWABLE COSTS:

A. The following are not reimbursable under any circumstances:

- 1) Mileage for an employee or city official is not allowable when it is to and from the place of residence and principal place of work;
- 2) Personal expenses;
- 3) Expenses for other persons, unauthorized, when not in accordance with II.A(8) above;
- 4) Limousine costs in excess of the current mileage rate times the number of miles travelled.
- 5) Alcoholic beverages and Tobacco;
- 6) Fines;
- 7) Entertainment costs;

- 8) Personal telephone calls;
- 9) Meals or lodging in lieu of other meals and/or lodging when included in the conference/registration fee;
- 10) Any unreasonable or unnecessary expense.

#### **IV. CERTIFICATION**

Claims for reimbursement of travel expenses must contain a signed certification that includes the following language, "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof." (M - BARS)

#### **V. CLAIM SUBMISSION**

Claims for reimbursement shall be submitted within 30 days or immediately following return from travel.

#### **VI. CLAIM SUPPORT**

Request for meal reimbursement must be accompanied by a receipt.

Where possible all other expense request shall be accompanied by a receipt.

#### **VII. ADVANCE TRAVEL FUND**

- A. An advance travel fund shall be established in accordance with RCW 42.24.120. The fund shall be used solely for travel advances for employees out-of-pocket expenses during official city business.
- B. The fund shall not be used for personal loans, payment of airline tickets, pre-registration fees, reimbursements to employees or officers for travel already incurred, etc. (M - BARS)
- C. A separate checking account shall be maintained and reconciled to bank statement at the end of each month by a designated custodian.
- D. Settlement of advances shall be made on or before the tenth day following the close of the travel period by filing with the custodian an expense voucher.
- E. An advance not settled or repaid within the required time frame shall become immediately due and payable with interest at the rate of 10% per annum from the date of default.

- F. Nonpayment of unspent advance will result in a lien against and a right to withhold any and all funds payable or to become payable to such official or employee.

**VIII. EXCEPTION TO POLICIES**

Exceptions to policies shall be granted at the discretion of the Department Head. The employee shall submit written justification for request, setting forth reasons for exception to policy(ies).

References:

City of Federal Way  
Pierce County  
"Accounting for Grants"  
Washington State Budgeting, Accounting and Reporting System