

ORDINANCE NO. 2069

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE ADVANCEMENT OF TRAVEL EXPENSES FOR OFFICIALS AND EMPLOYEES OF SAID CITY, AND CREATING PURSUANT TO CHAPTER 74 LAWS OF 1969, A TRAVEL EXPENSE REVOLVING FUND:

BE IT ORDAINED by the City Council of the City of Kirkland as follows:

Section 1. Whenever it becomes necessary for an elected or appointed official or employee of the City of Kirkland to travel and incur expenses, a reasonable allowance to such officers and employees may be paid in advance of expenditure pursuant to the provisions of this ordinance. Such advance shall be made under appropriate rules and regulations to be prescribed by the Director of Administration and Finance which rules and regulations shall be consistent with those rules and regulations to be prescribed by the State Auditor acting pursuant to Chapter 74, Laws of 1969 of the Washington State Legislature.

Section 2. For the purpose of making advance payments of travel expenses in the manner provided in this Ordinance there is hereby established a revolving fund to be used solely for the purpose of making such advance payments of travel expenses. Said revolving fund will be maintained in a bank as a checking account and advances to officials or employees will be made by check. Said fund shall be replenished by warrant. The Director of Administration and Finance is hereby authorized and directed to transfer by warrant to said travel expense revolving fund, the sum of \$ 1,000.00.

Section 3. To protect the City of Kirkland from any losses on account of advancements made as provided in this Ordinance, the City of Kirkland shall have a prior lien against and a right to withhold any and all funds payable or to become payable by the City of Kirkland to such officer or employee to whom such advance has been given up to the amount of such advance and interest at the rate of 10 percent per annum until such time as repayment or justification has been made. No advance of any

kind may be made to any officer or employee under the provisions of this Ordinance at any time when he is delinquent in accounting for or repaying a prior advance.


Section 4. On or before the 10th day following the close of the authorized travel period for which expenses have been advanced to any official or employee, he shall submit to the Director of Administration and Finance a fully itemized travel expense voucher for all reimbursable items legally expended accompanied by the unexpended portion of such advance, if any. Any advance made for this purpose or any portion thereof not repaid or accounted for in the manner and the time specified herein, shall bear interest at the rate of 10 percent per annum from the date of default until paid.

Section 5. Any advance made under the provisions of this ordinance shall be considered as having been made to such officer or employee to be expended by him as an agent of the City of Kirkland for municipal purposes only and specifically to defray necessary costs while performing his official duties. No such advance shall be considered as a personal loan to such officer or employee and any expenditure thereof, other than for official business purposes shall be considered a misappropriation of public funds.

Section 6. This ordinance shall be in force and take effect 5 days from and after its passage and publication as required by law.

PASSED by the City Council at regular meeting on the 2nd day of September, 1969.

SIGNED in authentication thereof on the 2nd day of September, 1969.



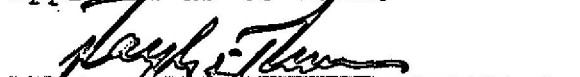
Mayor

Attest:



Director of Administration and Finance
(ex officio City Clerk)

Approved as to form:



City Attorney