

RESOLUTION NO. 2254

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING A STATEMENT OF POLICY IN REGARD TO REIMBURSABLE BUSINESS EXPENSES INCURRED BY CITY EMPLOYEES WHILE TRAVELING ON OR OTHERWISE CONDUCTING CITY BUSINESS.

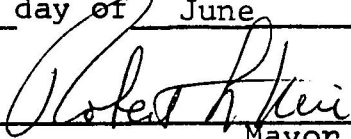
WHEREAS, it is the policy of the City of Kirkland that no reimbursement shall be made to any city employee except for expenses reasonably and directly related to the conduct of city business as authorized by the City Council or the City Manager or their authorized representative, and presented in a detailed account for reimbursement in accordance with the provisions of RCW 42.24.090,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kirkland as follows:

Section 1. The Kirkland City Council hereby adopts and approves that certain "Statement of Policy for Reimbursable Business Expense" attached to this Resolution as Exhibit A and until amended by action of the City Council, said statement shall express the policy of the City of Kirkland on and provide guidelines for the reimbursement of city employees of expenses incurred while traveling on or otherwise conducting city business.

Section 2. Copies of this Resolution, including the Statement of Policy for Reimbursable Business Expenses shall be distributed to all department heads of the City.

ADOPTED by a majority vote of the Kirkland City Council in regular meeting on the 3rd day of June, 1974.

  
\_\_\_\_\_  
Mayor

ATTEST:   
\_\_\_\_\_  
Director of Administration & Finance  
(ex officio City Clerk)

CITY OF KIRKLAND

STATEMENT OF POLICY FOR REIMBURSABLE BUSINESS EXPENSE

A. GENERAL PURPOSE

In accordance with the provisions of Resolution No. 2254 as amended, the following is a statement of City policy intended to define "expenses reasonably and directly related to the conduct of City business".

The propriety of expenditures by City employees is to be judged within the context of those reasonable and prudent under the circumstances. Care must be taken to avoid unnecessary or excessively costly expenditures.

With respect to local business expenses, the following guidelines are to be followed:

Meals should be limited to the official meetings of approved professional organizations or where work schedules or commitments of the participants would make a business meal appropriate. Such needs would normally apply to upper management staff.

It is not, however, the City's responsibility to bear the cost of evening or other meals as a reward for performance, overtime or attending off-hour meetings.

It shall be the responsibility of the Director of Administration and Finance to insure that these policies are adhered to and shall provide the forms and instructions necessary for their implementation. Exceptions to the following rules will be made only upon the written directive of the City Manager.

B. DOCUMENTATION

No claim for personal reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Such receipts should show date, a description of the purchase, vendor identification and amount paid.

Specific exceptions to the documentation requirement are included below.

C. MEALS

The reasonable cost of necessary meals while conducting City business locally or while traveling away from home is acceptable.

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(Per Auditor's Recommendation)

The reimbursement may not include the cost of meals for City employees in addition to the claimant. Each employee must submit his own claim for reimbursement. The reimbursement will be authorized by either a vendor's receipt or the use of the following schedule (tip not included) which is the maximum allowable for meal claims without a vendor's receipt.

(Each)	Breakfast	\$1.75
	Lunch	2.50
	Dinner	5.50

Unauthorized expenditures in this category include:

Tips  
Liquor  
Room service charges  
Expenses of spouse, family, friends or  
other non employees.

D. TRAVEL

The reasonable cost of travel for an employee is acceptable.

1. CITY VEHICLE

Out of the area costs of vehicle operation are acceptable such as gas, oil, tires and necessary repairs.

2. PERSONAL VEHICLE

Expenses shall be reimbursed for travel within a 300 mile radius of the City at the rate of 13¢ per mile. Trips beyond this limit will be reimbursed in an amount equal to the appropriate round trip air fare or 13¢ per mile whichever is smaller.

3. RENTAL VEHICLE

The cost of vehicle rental will be handled on an exception basis as described in section "A".

4. AIR TRAVEL

All employees shall ride "coach fare". Exception to this rule will be handled in Section "A".

The cost of lodging and air transportation may be billed directly to the City by the vendor if

possible. However, you must certify each billing as a true and correct expense of the City. Advance arrangements may be made by requisition through the Purchasing Division.

5.. OTHER TRAVEL EXPENSE

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellman and the like are authorized by a listing of same as provided by the reimbursement form. A vendor's receipt will be required only when the single item cost of this type expense exceeds \$5.00.

E. ACCOMODATIONS

Reasonable hotel/motel accomodations for employees are acceptable and will be reimbursed or paid at a maximum of the single room rate of the specific hotel or motel.

A vendor's receipt for this category is required for all claims.

F. INCIDENTAL EXPENSES

This category includes all reasonable and necessary travel expenses and includes the following:

1. ALLOWABLE INCIDENTAL EXPENSES

Baggage checking.

City business telephone and postage expenses.

2. NON-ALLOWABLE INCIDENTAL EXPENSES

Personal entertainment.

Theft, loss or damage to personal property.

Expenses of a spouse, family and friends.

Barber or beauty parlor.

Airline and other trip insurance.

Personal postage, reading material, telephone calls.

Personal toilet articles.

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G. CLAIMS

1. All claims shall be submitted for reimbursement using the requisition process. Personal expenses will not be paid from any Petty Cash fund as the necessary approval and audit procedures are not provided thereby.
2. Claims which include exceptions to this policy shall contain an approving statement signed by the City Manager.