

RESOLUTION NO R- 3690

**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 AND CITY OFFICIALS WHILE  
TRAVELLING 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 or City official, except for expenses reasonably and directly related to the conduct of City business as authorized by the City Council or the City Manager or his authorized representative and which must be presented in a detailed account for reimbursement in accordance with the provisions of RCW 42 24 090,

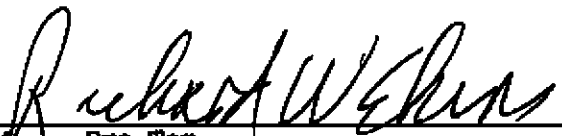
Now, therefore, be it resolved by the City Council of the City of Kirkland as follows

**Section 1** The Kirkland City Council hereby adopts and approves the "Amended Statement of Policy for Reimbursable Business Expenses" attached to this resolution as Exhibit A and by this reference incorporated herein, which replaces Resolution No R-3344 as amended. This statement shall express the policy of the City of Kirkland on and provide guidelines for reimbursement to City employees and City officials of expenses incurred while travelling on or otherwise conducting City business

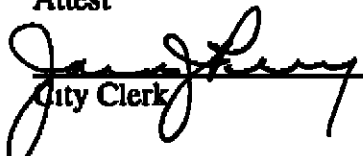
**Section 2** Copies of this resolution, including the Statement of Policy for Reimbursable Business Expenses, shall be distributed to all department heads of the City and other affected City officials

PASSED by the Kirkland City Council in regular meeting on the 6th day of August, 1991

SIGNED IN AUTHENTICATION thereof on the 6th day of August, 1991

  
\_\_\_\_\_  
Mayor Pro Tem

Attest

  
\_\_\_\_\_  
City Clerk

RES REIMB AUGAW ow