

CITY OF MILLWOOD, WASHINGTON

RESOLUTION 11-07

MARCH 7, 2011

A RESOLUTION ESTABLISHING POLICIES FOR
REIMBURSEMENT OF NONTRAVEL BUSINESS EXPENSES.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILLWOOD,
WASHINGTON, as follows:

WHEREAS, there are times when a City of Millwood employee, agent or elected official must incur nontravel expenses as part of his or her job duties or assignment for training, meetings, conferences, seminars or other activities, and

WHEREAS, it is important that employees, agents or elected officials understand the appropriate uses for which the City will reimburse them for such nontravel business expenses.

NOW, THEREFORE, the City Council of the City of Millwood hereby resolves:

1. The Business Expenses (Nontravel) Policy document, attached hereto as Exhibit 1, is hereby approved.
2. The attached Business Expenses (Nontravel) Policy shall be in effect for all City employees, agents or elected officials doing nontravel business on behalf of the City when appropriate costs and expenses are to be reimbursed by the City.

ADOPTED by the City Council of the City of Millwood, Washington, at a regular meeting thereof, held this 7th day of March, 2011.



Daniel N. Mork, Mayor

Attest:



Thomas G. Richardson, City Clerk

Att. Exhibit 1

TITLE: BUSINESS EXPENSES (NON-TRAVEL)

EFFECTIVE DATE: March 7, 2011

1.0 GENERAL

1.1 The purpose of this policy is to identify and provide guidelines regarding valid non-travel business expenses for which an employee, agent, or elected or appointed official may qualify for reimbursement while on official City business. It is expected that all expenses subject to reimbursement under this policy will be reasonable and necessary, in compliance with all applicable laws, appropriate to the circumstances, and consistent with the best interest of the City and its citizens.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments.

3.0 REFERENCES

Chapter 42.24 RCW and MMC section 2.48.010

4.0 DEFINITIONS

4.1 "Hosting" includes those activities that are not subject to reimbursement under applicable law or not in furtherance of the best interest of the City and its citizens, which shall include but is not limited to activities that are intended to lobby a governmental official or related to a political purpose, or are a social rather than governmental business event.

5.0 POLICY

5.1 Non-Travel Meals

5.1.1 Reimbursements shall be made for expenses incurred for non-travel meals as follows; provided that their cost has been allocated in the appropriate budget:

- a. Meals in connection with authorized attendance at necessary meetings, conventions, or conferences.
- b. Meals incurred in the necessary discharge of the official duties of the employee, agent, or elected or appointed official. Reimbursement will be made only in those instances when a clearly official function is performed. Casual or routine meals with individuals, consultants, employees of the City or other local agencies, where the purpose is primarily social, are not eligible for reimbursement. For the mayor and his/her staff, council members, and department directors, attending service club meetings in furtherance of the City's interest is considered an official function for purposes of meal reimbursement.
- c. Meals for employees engaged at emergency scenes where the employees are directed to not leave their post by the employee's supervisor.
- d. Meals for board and commission members and related staff at official and other City-business related meetings. Such meetings for employees should not be scheduled during normal meal breaks whenever possible.
- e. Meals for any employee, agent, or elected or appointed official involved in an all-day meeting or event.

5.2 Ceremonies and Celebrations

- 5.2.1 Reasonable expenses, including food and beverage, associated with a ceremony or celebratory event that is recognized as serving a public purpose may be an authorized legitimate City expenditures.
- 5.2.2 Private celebrations, rather than public celebrations, are not generally considered as serving a public purpose, and not recognized as legitimate City expenditures.

- 5.2.3 Support of a public “event” or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditures of public funds on a publicly sponsored event requires: (1) the existence of a recognizable public or municipal purpose, (2) proper authorization from the Mayor for such public sponsorship, and (3) a reasonable relationship between the amount of the City’s expenditures and “public” nature of the event.

5.3 Coffee and Light Refreshments

- 5.3.1 The serving of coffee and light refreshments at City expense in the conduct of official City business is permitted at certain City-sponsored meetings, not in the normal daily business of employees or officials, but rather for special situations or occasions. The coffee and/or light refreshments must be consumed during an integral part of the meeting. Instances where the cost of coffee and light refreshments may be reimbursable include:
- a. City-sponsored meetings open to the public where the purpose of the meeting is to conduct City business, provide formal training sessions that benefit the City, or recognize City or employee accomplishments
 - b. Official public meetings of City authorized boards and commissions
 - c. Training sessions or retreats where the meeting takes place away from the employees’ or officers’ regular workplace.
- 5.3.2 The City person responsible for the meeting must receive the Mayors’ approval for the serving of coffee and/or light refreshments prior to the event
- 5.3.3 Expenditures for coffee and/or light refreshments are not reimbursable for:
- a. Anniversaries, receptions for new, existing, or retiring employees or officers, election celebrations, or political events.
 - b. Any “hosting” activities.

5.4 Ineligible Expenses

- 5.4.1 Expenses ineligible for City reimbursement include, but are not limited to:
- a. Alcohol
 - b. Personal expenses
 - c. Expenses not authorized by the City Travel Policy.
 - d. Hosting meals, beverages, refreshments, gifts or other forms of entertainment provided to guests, spouses, or other City employees, other than awards or incentives addressed in specific City policies.
 - e. Meals, travel, lodging, beverages or any forms of entertainment for other persons, whether City employee or not.
 - f. Holiday cards for other City departments or employees
 - g. City logo merchandise (t-shirts, pins, etc.) for employees or the public, other than uniforms required by the City.

5.5 Expenses Funded by Grants

- 5.5.1 Departments or programs funded by federal or state grants may have stricter guidelines and/or regulations that supersede this policy.

6.0 PROCEDURE

6.1 Reimbursement Request

- 6.1.1 To the extent reasonably possible, expenses subject to reimbursement should be first preapproved by or discussed with the Mayor prior to such expense being incurred.
- 6.1.2 All expenses require itemized receipts showing items purchased, names of persons attending, purpose of event, and benefit to the

City.

6.1.3 Reimbursement will be made only to the employee, agent, or elected or appointed official who incurred the expense.

7.0 RESPONSIBILITIES

The City Clerk shall administer this policy.

APPROVED BY:

City Attorney

City Clerk

Mayor

Date