

CITY OF MILLWOOD

RESOLUTION 2016-04

FEBRUARY 9, 2016

A RESOLUTION ESTABLISHING GUIDELINES FOR THE REIMBURSEMENT OF TRAVEL COSTS AND EXPENSES INCURRED BY CITY ELECTED OFFICIALS, APPOINTED OFFICIALS, COMMISSION OR BOARD MEMBERS AND EMPLOYEES

WHEREAS, the City of Millwood (the "City"), Spokane County, Washington is a non-charter code city, by virtue of the Constitution and laws of the State of Washington; and

WHEREAS there are times when a City elected official, appointed official, commission or board member or employee must travel on behalf of the City for training, meetings, conferences, or seminars; and

WHEREAS, the City Council (the "Council") adopted Resolution 07-05 on November 5, 2007, establishing guidelines for the reimbursement of costs and expenses related to such travel; and

WHEREAS, the Council desires to replace Resolution 07-05 in its entirety with this resolution;

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

Section 1. Prior to travel by a City elected official, appointed official, commission or board member or employee, on behalf of the City for training, meetings, conferences, or seminars, he or she must present, in writing or electronically, to the Mayor for approval an estimate of the costs and expenses associated with such travel. The estimate should identify the location and purpose of such travel and include an estimate of all reasonably anticipated costs and expenses, which include but are not limited to lodging, meals, incidental expenses, and transportation.

Section 2. Reimbursement of specific costs and expenses is conditioned on the following:

A. Transportation. Reimbursement of costs and expenses for transportation will be at the least expensive amount of the most reasonable means of transport. Elected officials, appointed officials, commission or board members and employees required to travel by air must travel coach, economy class or similar grade whenever available. Travel reservations should be made at least two weeks in advance in order to obtain the most favorable fare for such travel.

B. Lodging. Reasonable costs and expenses for necessary lodging will be reimbursed at the rate of the single room rate per person. Elected officials, appointed officials, commission or board members and employees are expected to make reservations in advance in order to obtain the most favorable rate for necessary lodging.

C. Incidental Costs and Expenses. Reasonable and necessary incidental costs and expenses, including but not limited to meals, parking, tolls, fax transmissions, internet access, and tips or gratuities will be reimbursed. Tips or gratuities will be reimbursed up to 15 percent.

D. Personal Vehicle Use. Mileage for the pre-approved use of personal vehicles will be reimbursed at the current mileage rate established by the U.S. Internal Revenue Service at the time of travel. Use of City vehicles is encouraged when possible.

E. **Reporting of Actual Expenses.** A written, fully itemized travel cost and expense claim signed by the Mayor must be submitted, in writing or electronically, to the Treasurer within 20 days of returning from the travel event in order to be reimbursed for any such cost or expense. All costs and expenses must be substantiated by receipts or other objective documentation.

F. **Reimbursement Only for City Elected Officials, Appointed Officials, Commission or Board Members and Employees.** The City will only reimburse costs and expenses directly related to the travel of a City elected official, appointed official, commission or board member or employee. The City will not reimburse any expense incurred by or related to travel by a spouse, child, family member, or any other person who is not a City elected official, appointed official, commissioner or board member or employee.

Section 3. This policy is in effect for all City elected officials, appointed officials, commission or board members and employees doing business on behalf of the City when travel costs and expenses are to be reimbursed by the City. Subject to financial restraints, all City elected officials, appointed officials, commission or board members and employees will be afforded equal opportunity to travel for official business related to the City when the need for such travel arises. City elected officials, appointed officials, commission or board members and employees who are disabled, handicapped, or otherwise need accommodation are encouraged to travel on an equal basis, even if the cost or expense to the City is at a premium.

Section 4. **Severability.** If any section, sentence, clause, or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconditionally shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 5. **Repeal.** All resolutions, laws, and regulations, or parts thereof in conflict with this resolution, including but not limited to Resolution 07-05 are, to the extent of said conflict, hereby repealed.

Section 6. **Effect.** This resolution shall be in full force and effect upon adoption by the Council.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 9th DAY OF February, 2016.


KEVIN FREEMAN, MAYOR

Attest:


THOMAS G. RICHARDSON,
CITY CLERK