

RESOLUTION NO. 552

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, ESTABLISHING EXPENSE REIMBURSEMENTS FOR OFFICIALS AND EMPLOYEES OF THE CITY AND AUTHORIZING ESTABLISHMENT OF APPROPRIATE RULES AND REGULATIONS TO BE PROMULGATED BY THE TREASURER'S OFFICE.

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. Mileage reimbursement. Mileage reimbursement for officials and employees of the City of Redmond commencing September 1, 1980 through December 31, 1980, shall be 20¢ per mile. Effective January 1, 1981, and January 1 of each succeeding year, the allowable rate for reimbursement for mileage shall be the then current amount permitted to be taken as a deduction by the Internal Revenue Service for federal income tax purposes. The Treasurer shall notify all departments and officials of the City of the new reimbursable rate for each respective calendar year as the same is determined in accordance with the method set forth herein.

Section 2. In lieu of providing itemized vendors receipts for reimbursement of expenses incurred for meals while conducting City business, the Treasurer's office is hereby authorized to pay for such meals on a per diem reimbursement schedule as follows:

- a. Breakfast - \$5.00
- b. Lunch - \$8.00
- c. Dinner - \$12.00

The Treasurer is hereby authorized and directed to promulgate appropriate rules and regulations for administration of the per diem schedule including the circumstances under which such a per diem schedule shall be used for establishing

the amount to be reimbursed in lieu of submission of a vendors receipt for substantiation.

Section 3. Payment for restaurant service. Officials and employees of the City may be reimbursed for payments made to persons providing them with food service in an amount not to exceed 15% of the cost of such meals which are reimbursable by the City.

Section 4. The Treasurer's office is hereby further authorized to establish and promulgate necessary rules and regulations and forms for effectuating reimbursement in accordance with Chapter 3.64 of the Redmond Municipal Code and this resolution. Said rules and regulations shall include the procedure to be followed for employees submitted claims for reimbursement for costs incurred by themselves and other officials or employees on a combined check or billing.

RESOLVED this 12th day of August, 1980.

CITY OF REDMOND



MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:


CITY CLERK, PAUL F. KUSAKABE

FILED WITH THE CITY CLERK: August 7, 1980
PASSED BY THE CITY COUNCIL: August 12, 1980
SIGNED BY THE MAYOR: August 12, 1980

*Revised
8-17-82*

CITY OF REDMOND, WASHINGTON

STATEMENT OF POLICY FOR REIMBURSABLE BUSINESS EXPENSES

PURPOSE

It is the policy of the City of Redmond to reimburse City employees and City officials for travel, subsistence and related expenses while conducting City business or providing a service to the City. To qualify for reimbursement, such expense must be reasonable and prudent under the circumstances and directly related to the conduct of business or service for the City. Care must be taken to avoid unnecessary or excessively costly expenditures.

It shall be the responsibility of the Treasurer-Comptroller to insure that these policies are adhered to and shall provide the forms and instructions necessary for their implementation and execution. In no event will a claim for reimbursement be allowed unless the same is presented in a detailed account and shall be duly certified by the official or employee submitting the claim in the manner prescribed by the Division of Municipal Corporations in the Office of the State Auditor.

RULES AND PROCEDURES

1. DOCUMENTATION. No claim for personal reimbursement shall be paid unless it is accompanied by a bonified vendor's receipt. Such receipts must show date, a description of the purchase, vendor identification and the amount paid. Personal credit card receipts are an acceptable form of receipt.

SPECIFIC EXCEPTIONS TO THE DOCUMENTATION REQUIREMENT ARE INCLUDED BELOW.

2. MEAL COSTS.

A. MEALS

The reasonable costs of necessary meals while conducting City business either locally or out of town is authorized for reimbursement. If eligible persons other than the claimant are included they shall be listed by name and title. Identification of elected or appointed officials by group, such as Planning Commission, shall be sufficient. All employees must be identified individually.

Reimbursement for actual meal costs must be documented by a vendor's receipt.

B. PER DIEM

As an alternative to providing a vendor's receipt, the following per diem schedule may be claimed which is the maximum allowable (tip included) for meal claims without a vendor's receipt:

Breakfast	\$ 5.00
Lunch	8.00
Dinner	12.00
	<u>\$25.00</u>

Per diem is claimable only on an individual basis. Group reimbursement on the above schedule is not allowed.

When out of town travel exceeds 24 hours, actual meal costs substantiated by a vendor's receipt or at the option of the claimant, a per diem rate of \$25.00 per day will be paid. When the actual cost of the meal is claimed, the per diem available for use during the remainder of that day shall be determined by deducting the appropriate schedule meal allowance from \$25.00. Any planned meals, the cost of which is included in a registration fee, will be used to compute the remaining daily per diem allowance as described in the preceding sentence whether or not the employee actually partakes of the meal.

C. TIPS

Payment for table service at a restaurant, commonly referred to as a tip, not to exceed 15 percent of the restaurant price of the meal, is reimbursable as a reasonable and necessary part of the cost of the meal. Such tips must be identified and may be added to the restaurant price of business meals for reimbursement. Tips are not an allowable addition to the per diem schedule.

D. EXPENDITURES NOT INCLUDABLE AS MEAL COSTS

Unauthorized expenditures include, but are not limited to, liquor, expenses of spouse, guests or other persons not authorized to receive reimbursement under this policy or State regulations.

3. TRAVEL. Reimbursement for the reasonable cost of travel is acceptable. General guidelines are as follows:

A. AUTOMOBILE EXPENSE

a. CITY VEHICLE

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

b. PERSONAL VEHICLE

In state travel expenses shall be reimbursed for travel within the State of Washington at the rate of 20 cents per mile. The reimbursement rate is to be reviewed annually on or about January 1 of each year by the Office of the Treasurer-Comptroller for a determination of the then current IRS allowance for automobile expense reimbursement. The Treasurer-Comptroller will report annually to the City Council the rate to be in effect.

B. OUT OF STATE TRAVEL

Trips beyond the State of Washington will be reimbursed in an amount equal to the appropriate round trip coach air fare or 20 cents per mile, whichever is smaller.

C. AIR TRAVEL

All employees shall ride coach fare. All costs for air transportation should be billed directly to the City by the vendor whenever possible.

D. OTHER TRAVEL EXPENSES

Miscellaneous travel costs such as vehicle rental, 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 \$10.00.

E. ACCOMMODATIONS

Reasonable hotel, motel accommodations for employees are acceptable and will be reimbursed or paid at a maximum of the single room rate of the specific hotel or motel. The cost of accommodations should be billed directly to the City by the vendor whenever possible. A vendor's receipt for these expenditures is required in all cases.



TO : All Department Heads
FROM : Paul F. Kusakabe *PK.*
DATE : August 17, 1982
SUBJECT: Statement of Policy for Reimbursable Business Expenses

Attached is a copy of the revised Statement of Policy for Reimbursable Business Expenses. Please dispose of all existing copies of this document in your Department files.

The revision incorporates the following changes:

3. TRAVEL. (page 2)

Reimbursement for the reasonable cost....

(add) All travel anticipated to exceed \$200 must first be approved by the Mayor's office....

3. TRAVEL.

(add) F. TIME LIMITATION

Reimbursement for travel expenses will be allowed for the day immediately preceding a conference and, if necessary, the day following. The most direct and cost effective mode of transportation will be the basis for the reimbursement. The City will not cover expenses for additional travel days resulting from the selection of alternate modes of transportation.

If you have any questions relative to this document or its revision, please give me a call.

Attachment

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