

RESOLUTION NO. 796

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF REDMOND, WASHINGTON,
ADOPTING A STATEMENT OF POLICY FOR REIMBURSABLE
BUSINESS EXPENSES INCURRED BY CITY EMPLOYEES
AND OFFICIALS AND REPEALING RESOLUTION NO. 767

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

Section 1. The Statement of Policy for
Reimbursable Business Expenses prepared by Paul
Gudgeirsson, Finance Director, a copy of which is
attached hereto, is hereby adopted as the official policy
of the City governing reimbursement of business expenses
incurred by City employees and officials.

Section 2. Resolution No. 767, passed by the
City Council on May 19, 1986, is hereby repealed.

RESOLVED this 16th day of May, 1989.

CITY OF REDMOND


MAYOR, DOREEN MARCHIONE

ATTEST/AUTHENTICATED:


CITY CLERK, DORIS A. SCHAIBLE

FILED WITH THE CITY CLERK: 5-11-89
PASSED BY THE CITY COUNCIL: 5-16-89
SIGNED BY THE MAYOR: 5-17-89

RESOLUTION NO. 796

STATEMENT OF POLICY FOR REIMBURSABLE BUSINESS EXPENSES

Statement of Policy for Reimbursable Business Expenses

It is the policy of the City of Redmond to reimburse City employees and elected or appointed 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 Finance Director to ensure 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.

1. Documentation - No claim for personal reimbursement shall be paid unless it is accompanied by a bonafide 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 - The reasonable costs of necessary means while conducting City business either locally or out of town are 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 the City Council, shall be sufficient. All employees must be identified individually.

Out of Town:

Reimbursement for meals will be made for actual expenses incurred. The following guidelines are used by the Finance Department when auditing the expense and may be construed as per diem:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
\$5.00	\$10.00	\$20.00

Receipts are required for reimbursement if the cost of any meal exceeds these guidelines. Receipts for all meals, however, are encouraged. Any reimbursement for meals included in registration fees or on flights are not allowed.

Locally:

Receipts are required in order to obtain reimbursement.

Tips - Payment for table service at a restaurant, commonly referred to as a tip, not to exceed fifteen (15) percent of the 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.

Commission & Board Appreciation Dinner - The City's policy is to allow for reimbursement of meals for spouses of commission and board members and other City employees and officials who attend the annual appreciation dinner for commission and board members.

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. All travel anticipated to exceed \$200 must first be approved by the Mayor's office (applies to advance travel requests). General guidelines are as follows:

Automobile Expense

City Vehicles - Out of area costs for vehicle operation are acceptable, such as gas, oil, tires and necessary repairs.

Personal Vehicle - In state travel expenses shall be reimbursed for travel within the State of Washington at a rate not to exceed the current IRS allowable mileage rate as defined annually by memorandum from the Finance Director.

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 the current IRS mileage rate, whichever is less.

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.

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 \$20.00.

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.

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.

Telephone Expenses - An employee or Council member, out of town on City business will be allowed one personal long distance phone call, not to exceed ten (10) minutes, for each two (2) nights away from the City. When such travel exceeds six (6) nights, the Mayor or Council President will establish the frequency of authorized calls prior to the trip. When proper authorization is not obtained, the City will not be responsible for reimbursement of any calls.

4. Non-Allowable Expenses For City Employees and Elected Officials

- A. Mileage allowance for commuting to regular, special and committee meetings of the City Council.
- B. Meal expenses for formal meetings of City Council committees.
- C. Fines for violation of motor vehicle laws.
- D. Unauthorized personal expenditures, including but not limited to: individual travel insurance, mileage, parking, gasoline, oil or repair on personal automobile, losses or theft or personal effects, entertainment, reading material, barber,

valet/cleaning and travel or accommodation expenses of spouse or other family members.

- E. If an employee, for his convenience, chooses to dine out prior to a meeting or function that is related to City business, the expense is not reimbursable.