

ORDINANCE NO. 935

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, RELATING TO EXPENSE REIMBURSEMENT AND AMENDING CHAPTER 3.64 OF THE REDMOND MUNICIPAL CODE.

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON,  
DO ORDAIN AS FOLLOWS:

Section 1. Section 3.64.010 of the Redmond Municipal Code authorizing the reimbursement of expenses is hereby amended to read as follows:

"3.64.010 REIMBURSEMENT OF EXPENSES AUTHORIZED. Officials and employees of the City shall be entitled to reimbursement of expenditures incurred while on official business for the City which shall include but are not limited by this reference, expenses for transportation, lodging, meals, tips and other expenses related to such official business. 'Official business' shall include but is not limited by this reference, officially assigned duties, travel for approved public purposes, meetings concerning City business, training and educational seminars, attendance at conferences and other sessions involving municipal affairs and other activities concerning the business of the City. No claim for reimbursement of any expenditures by officials and employees of the City shall be allowed unless the same is presented in a detailed account and shall be duly certified by the official or employee submitting the claim on forms and in the manner prescribed by the City. The extent of reimbursement, establishment of a per diem allowance in lieu of itemization of expenses, the rules, procedures and forms to be used for reimbursement shall be established from time to time by the City Council as they deem necessary. Notwithstanding the foregoing provision, nothing shall prohibit or in any way limit the City Council from delegating rule making authorization to appropriate officials or employees of the City."

Section 2. Section 3.64.020 and Section 3.64.030 of the Redmond Municipal Code are hereby repealed.

Section 3. A new Section 3.64.020 of the Redmond Municipal Code is hereby adopted to read as follows:

"3.64.020 FUNDS CHARGEABLE FOR REIMBURSABLE EXPENSES. All claims approved for reimbursable expenses shall be paid and charged to the fund and department responsible for the expenses of the official or employee making the claim. Minor expense items may be paid out of the petty cash and change revolving fund and advance allowances may be made to the official or employee from the advance travel revolving fund."

Section 4. This ordinance shall be in full force

and effect five (5) days after its passage and publication  
as provided by law.

CITY OF REDMOND

*Christine T. Himes*

MAYOR, CHRISTINE T. HIMES

*August 12, 1980*

ATTEST/AUTHENTICATED:

*Paul F. Kusakabe*  
CITY CLERK, PAUL F. KUSAKABE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

*Jimmy C. Martin*

FILED WITH THE CITY CLERK: July 8, 1980  
PASSED BY THE CITY COUNCIL: August 12, 1980  
SIGNED BY THE MAYOR: August 12, 1980  
PUBLISHED: August 20, 1980  
EFFECTIVE DATE: August 25, 1980