



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: December 5, 2018
Agenda Item: Resolution 2018-12-476, Amending Travel Policy
Presented By: Jan Brending, Clerk Treasurer

ACTION REQUIRED:

Approval of Resolution 2018-12-476 amending the city's travel policy

PROPOSED MOTION:

Motion to approve Resolution 2018-12-476 amending travel policy.

Why is it a legislative issue:

The council is required to approve all resolutions. City's policies are adopted by resolution.

Explanation of issue:

The city has an existing travel policy that requires some clarifications and amendments due to requirements by the Internal Revenue Services (IRS).

The proposed amendments provide some clarification and minor grammar/typographical corrections.

The most significant change is to how meals are reimbursed. If meals are not associated with overnight travel, the IRS views those meals as a "benefit" to the employee which is taxable and must be reported on the employee's W-2. The city's financial system is not set up to track these types of "benefits" nor do most employees want to be taxed for these benefits. The policy amendment provides that only meals, except in certain circumstances, associated with overnight travel shall be reimbursed. The amendment also identifies which meals, associated with time of travel, will be reimbursed.

The amount allowed for reimbursement for each meal has also been clarified. As the city reimburses on actual receipts and not on "per diem" basis, the policy amendment clarifies that if an employee has a breakfast cost that is less than the maximum allowed cost, the amount over the cost of breakfast cannot be applied to other meals.

Budget:

The proposed amendments have no impact on the budget, except to clarify what expenses and when can be reimbursed.

Staff Recommendation:

Staff recommends adoption of Resolution 2018-12-476 amending the city's travel policy.

RESOLUTION 2018-12-476

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, AMENDING TRAVEL POLICY**

WHEREAS, the City of White Salmon feels it is necessary to clarify its travel policy;

and

**NOW THEREFORE, BE IT HEREBY RESOLVED THAT THE WHITE
SALMON TRAVEL POLICY IS AMENDED AS ATTACHED HERETO AS EXHIBIT
“A”.**

ADOPTED by the Council of the City of White Salmon, Washington. Dated this 5th day
of December, 2018.

David Poucher, Mayor

ATTEST:

Jan Brending, Clerk Treasurer

APPROVED AS TO FORM:

Kenneth Woodrich, City Attorney

Exhibit "A"

City of White Salmon

Travel Policy

1.0 Purpose

To establish policy and procedure related to travel and reimbursement for eligible expenses incurred in conducting City of White Salmon business.

2.0 Policy

It is the policy of the City of White Salmon to reimburse elected and appointed officials, employees and members of boards or committees for reasonable expenses incurred in the conduct of their business for the City. Eligible reimbursements shall be made for an actual expense basis, with costs being capped at the per diem amount for the area, unless otherwise approved ahead of time by the ~~City Council~~ **mayor or designee**. Reimbursement for necessary and reasonable expenses will be made by application and in compliance with this policy and **RCW Chapter 42.24, Payments for Claims, Expenses, Material, Purchases-Advancements (claim vouchers). ~~Revised Code of Washington~~**. All persons are to use good judgment and discretion limiting expenses with the best interests of the City foremost in mind. Excessive or unnecessary expenses will not be approved or reimbursed. It is expressly prohibited to use City travel funds for personal expenses.

Any travel time in excess of one day each way, which is brought about by the employee's choice of transportation or schedule, will be charged to the employee as vacation time. When travel is required of employees covered by Fair Labor Standards Act "FLSA" standards, travel time may be considered as time worked depending on the time and day of travel. Paid time for travel shall be clearly resolved in accordance with FLSA guidelines and the Union contract in advance of authorizing travel. Check with the department manager or City Clerk/Treasurer for more information.

3.0 Procedure

3.1 Authorization to Travel

Travel by members of the City Council, Mayor, employees, committee members and select volunteers shall be provided for in an adopted budget and approved by the appropriate department head, City Administrator or Mayor **on a form provided by the City Clerk-Treasurer.**

3.2 Eligible Travel Expenditures

Generally, eligible expenditures include travel and living costs incurred while away from the City as well as expenses incurred within the City necessitated by City business. In the Klickitat County area, necessary expenses will be reimbursed only for persons representing the City in their official capacity and in the discharge of their duties.

3.3 Registration

Actual cost of registration, tuition and fees at a meeting, conference, training or convention for which they ~~has~~ **have** received approval. Registration should be prepaid, and whenever possible, paid through the regular accounts payable process of the City or with the city credit card. If it is not possible to prepay registration fees, all receipts must be submitted for reimbursement.

3.4 Transportation

A. Common Carriers

Actual costs for economy/coach class bus travel, train travel, air travel, taxi, tolls, car rentals, and parking fees will be reimbursed provided all air travel shall be on a commercial carrier and at the most economical class. Payment for air travel shall be at the actual cost from Portland PDX Airport, Hood River Airport or The Dalles Airport to destination and return. Authorized travel arrangements will be made in coordination with the appropriate department head. **All travel using something other than a city vehicle or personal vehicle must be preapproved.**

B. Personal Vehicles

1. Persons using a personally owned vehicle to travel out of Klickitat County on City business will be reimbursed at the rate published by the IRS at the cost per mile allowance provided a City vehicle is not available and provided payment will not exceed the least cost air fare to and from the same destination.
2. If a City owned vehicle is available for use and the person still elects to use private transportation, mileage will be reimbursed at 50% of the IRS published allowance rate.
3. If two or more persons are attending the same out-of-town meeting and one of them is driving a City vehicle and the second person chooses to drive his/her personally owned vehicle, no mileage reimbursement will be made to the person who elects to drive a personally owned vehicle. If no City vehicle is to be used, and two or more persons choose to drive their own vehicles, only one mileage reimbursement (based on B.2. above) will be paid by the City.
4. No mileage reimbursement will be made for casual or occasional use of a personal vehicle within the Klickitat County area.
5. City owned credit cards are only for use with City vehicles. **City credit cards cannot be used for personally owned vehicles.**
6. Mileage reimbursement will be paid for one round trip to Portland PDX Airport, Hood River Airport or The Dalles Airport when using a personal vehicle. Parking at Portland (Port of Portland) parking is limited to the

economy lot or “off-airport” (non Port of Portland) parking lots and shuttle services (e.g. Budget).

7. The may arrange for public transportation to minimize salary expenses for travel time.

C. Rental Vehicles

Under most circumstances, adequate ground transportation and shuttle services are available to and from the airport at the point of destination. Every effort should be made to use alternate forms of transportation before renting a vehicle. Payment for the rental will be made with city credit card. Contact the ~~department head~~ city clerk-treasurer for arrangements and procedures. Liability coverage (through ~~C.I.A.W.~~ AWC RMSA) is in effect when persons operate rental vehicles when in the course of City business. ~~C.I.A.W.~~ AWC RMSA also provides property coverage on a rental vehicle while the vehicle is in your “care and custody.” The City will not be responsible for the loss of personal items taken from a rental vehicle.

3.5 Lodging

Overnight lodging will only be reimbursed for travel which excess 50 miles (one way) from the employees work location; provided exceptions may be authorized for a continuous workshop. Actual cost of hotel/motel accommodations will be reimbursed. If a family member or guest accompanies the person, the person shall submit and be reimbursed for the amount of a single accommodation. The single accommodation rate must be noted on the hotel/motel bill submitted as documentation of the expense. Lodging arrangements requiring a deposit or credit card number to secure reservations will need to be coordinated through the department manager, supervisor or city clerk treasurer in advance.

- A. Persons are to ascertain the availability of and request special government rates in advance of travel or upon arrival.
- B. Conference announcements usually provide information regarding lodging and its costs. Frequently, only the cost of a double accommodation is shown – possibly because it is the same as the single room rate. Unless specifically disclosed in the announcement, the single occupancy rate must be confirmed.

3.6 Meals

A. Meals with Overnight Stay

1. Expenses will be reimbursed at actual costs of meals, including taxes and tip, limited to the daily Per Diem rate in accordance with the U.S. General Services Administration Travel Regulations (<http://www.gsa.gov/portal/category/100120>) for authorized travel outside of the Klickitat County area. See the City Clerk/Treasurer travel per diem spreadsheet for the appropriate per diem meal rate which is based upon the destination traveled to. Meal cost maximums are not applied on a “per diem” basis, therefore purchasing a lesser meal so

as to exceed the maximum on another meal is not acceptable. Each meal purchased is subject to that meal maximum and any unused excess cannot be carried over to another meal. Per Diem reimbursement rates are adjusted annually.

2. Meals (excluding continental breakfasts) that are included in a convention, seminar, or other registration fees are not eligible travel expenses. ~~Per Diem reimbursement rates are adjusted annually.~~
3. Reimbursement for meals on travel days will be adjusted depending on the time of day travel occurs:
 - Travel to a location leaving before 6 a.m. – Breakfast, lunch and dinner
 - Travel to a location leaving after 6 a.m. – Lunch and dinner
 - Travel to a location leaving after 1 p.m. – Dinner
 - Travel from a location arriving before 1 p.m. – Breakfast and lunch
 - Travel from a location arriving after 7 p.m. – Breakfast, lunch and dinner
4. Receipts for meals shall include an itemized receipt for the meal and the receipt showing full payment including any tip.

B. Meals without Overnight Stay

1. Generally, there is no reimbursement for meals not associated with overnight travel.
2. Meals that are included in the cost of registration for a training class or conference (not associated with overnight travel) are allowed. Meals not included in the cost of registration for a training class or conference (not associated with overnight travel) are at the employee's expense, or the employee may bring his/her lunch to the training or conference session.
3. ~~Generally, there is no meal reimbursement for meals eaten within Klickitat County.~~ Meal expenses will be reimbursed if an employee is assigned by the mayor or their manager, in the mayor of department head's absence, to attend a non-regularly scheduled business breakfast, lunch, or dinner regarding regional/city issues or if the circumstances are within the spirit of this policy and approved by the City mayor or department head. To avoid the appearance of a conflict of interest, employees ~~should~~ shall not allow consultants, vendors, or others with official business within the City to pay for or furnish meals or beverages.
4. The City will not pay for alcoholic beverages. Reimbursement for meals on travel days will be adjusted depending on the time of day travel occurs.

- ~~Travel to a location leaving before 8 a.m. — Breakfast, lunch and dinner~~
- ~~Travel to a location leaving after 8 a.m. — Lunch and dinner~~
- ~~Travel to a location leaving after 1 p.m. — Dinner~~
- ~~Travel from location arriving before 8 a.m. — Breakfast~~
- ~~Travel from location arriving before 1 p.m. — Breakfast and lunch~~
- ~~Travel from a location arriving after 6 p.m. — Breakfast, lunch and dinner~~

3.7 Laundry and Valet Services

Actual cost of laundry and/or valet service are allowable expenses when City representatives are required to be away from the City for more than four days at one time or the conditions under which they are required to work while away from the City creates a more than normal need for such services. The expenses are limited to the daily per diem amount authorized for the area as determined by the IRS, including meal expenses.

3.8 Telephone and Fax

Charges for telephone and fax are eligible for reimbursement if City business requires such communication. All long distance calls submitted for reimbursement will be itemized on expense reports showing the location and purpose of call.

3.9 Ineligible Expenses

None of the following expenses will be paid by the City:

1. Travel paid for by any other organization.
2. Alcoholic beverages (including liquor, beer and wine).
3. Valet services (except as provided above).
4. Lodging accommodations, meals or other expenses for family or guest.
5. Fees for sightseeing tours, activities ancillary to the purpose for travel, conference or seminar and expenditures for entertainment.
6. Personal telephone calls.
7. Mileage when traveling as passenger in a privately-owned car.
8. Trip insurance or any other expenditures for personal purposes.

3.10 Documentation of Expenses

- A. Actual expenses incurred in the conduct of business on behalf of the City shall be submitted for reimbursement to the Clerk/Treasurer and shall be documented with receipts and/or travel vouchers. The Travel Reimbursement form has a section for reporting actual expenses. All receipts and travel vouchers are to be attached to this form as support for reimbursement requests.
- B. When lodging accommodations are shared between two or more persons, lodging expenses may be submitted by the person paying the bill. All non-lodging charges reflected on such statement which are claimed for reimbursement must be supported by detailed receipts of the individual incurring the charges.

- C. Travel reimbursement request and reconciliation of credit card statements must be returned to the City Clerk/Treasurer within ten (10) days of returning to the City. State law requires an interest penalty for delinquent reports.
- D. Claim for reimbursement of any charge which could reasonably raise question should be accompanied by an explanation. Failure to provide adequate documentation (receipts) or explanation for all expenses claimed for reimbursement could result in the employee being personally responsible for the charges.

3.11 Approval Authorities

- A. Authorization for travel and expense reimbursement under this policy must be signed, approved, and filed with the City Clerk/Treasurer on form(s) provided by that office.
- B. Ongoing approval responsibility for specific travel and the reimbursement for expenditures shall be made as follows:
 - Members of the City Council – approval will be made by the Mayor.
 - Mayor – approval will be made by the City Council.
 - **City Administrator – approval will be made by the Mayor.**
 - Department Heads – approval will be made by the ~~Mayor~~ **City Administrator**.
 - Committee members or volunteers – approval will be made by the Mayor.
 - All other employees – approval **will be made** by the Department Head.

RECEIPT OF THE CITY OF WHITE SALMON TRAVEL POLICY

Please read the policy carefully to ensure that you understand the policy before signing this document.

I certify that I have received a copy of the City of White Salmon's Travel Policy. I understand that it is my responsibility to read and comprehend this policy. I read and understand the content, requirements, and expectations of the Policy and I agree to abide by the Policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the **Personnel Office Clerk-Treasurer**.

I agree to observe and follow the Travel Policy. I understand that failure to abide by the policy could result in the loss of travel privileges and/or other disciplinary actions.

Employee Name (Signature)

Employee Name (Please Print)

Department

Date