

CITY OF WHITE SALMON, WASHINGTON
RESOLUTION NO. 2015-10-424

A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON
REGARDING ADOPTING A TRAVEL POLICY FOR THE CITY OF WHITE SALMON.

WHEREAS, the City Council finds need to adopt revisions to its travel policy, to be in the best interest of the City;

NOW THEREFORE BE IT RESOLVED, the City Council for the City of White Salmon hereby adopts the following policies as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of the city.

Changes are indicated as follows:

Added = double underlined

Deleted = ~~stricken~~

APPROVED AND PASSED by the City Council of the City of White Salmon, Washington at its regular meeting this 21st day of October, 2015.



David Poucher, Mayor

ATTEST:



Leana Johnson, Clerk/Treasurer

APPROVED AS TO FORM:



Kenneth B. Woodrich, City Attorney



Exhibit "A" City of White Salmon, Washington Travel Policies

Purpose

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

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 on an actual expense basis, with costs being capped at the per diem amount for the area, unless otherwise approved ahead of time by City Council. Reimbursement for necessary and reasonable expenses will be made by application and in compliance with this policy and Chapter 42.24 (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 purposes.**

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 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 department manager or City Clerk/Treasurer for more information.

Procedure

Authorization to Travel

Travel by members of the City Council, Mayor, employees, committee members and select volunteers shall be specifically provided for in an adopted budget **and** approved by the appropriate department head, Council or Mayor.

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.

1. **Registration** - Actual cost of registration, tuition and fees at a meeting, conference, training, or convention for which they has 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.

2. **Transportation – 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 common 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.

Personal vehicles- (a) 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 as 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. (b) 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. (c) If two or more persons employees 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 employees choose to drive their own vehicles, only one mileage reimbursement (based on “b” above) will be paid by the City. This provision does not apply to elected officials, who shall be reimbursed for use of personal vehicles regardless of whether others are attending the meeting or conference. (d) No mileage reimbursement will be made for casual or occasional use of a personal vehicle within the Klickitat County area. (e) City owned credit cards are **only for use with City vehicles**. (f) 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 lot is limited to the economy lot or “off-airport” (non Port of Portland) parking lots and shuttle services (e.g., Budget). (g) The City **may** arrange for public transportation to minimize salary expenses for travel time.

3. **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 a city credit card. Contact the department head for arrangements and procedures. Liability coverage (through C.I.A.W.) is in effect when persons operate rental vehicles when in the course of City business. C.I.A.W. 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.

4. **Lodging** – Overnight lodging will only be reimbursed for travel which exceeds 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 or supervisor 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 cost. 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.

5. **Meals** – Expenses will be reimbursed at actual costs, 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. 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. 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 or 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 not allow consultants, vendors, or others with official business with the City to pay for or furnish meals or beverages. For examples of Meal Expense Reimbursement scenarios, see Attachment A. Reimbursement for meals on travel days will be adjusted depending on the time of day travel occurs:

- Travel to a location leaving before 8am Breakfast, Lunch and Dinner
- Travel to a location leaving after 8am Lunch and Dinner
- Travel to a location leaving after 1pm Dinner
- Travel from a location arriving before 8 am Breakfast
- Travel from a location arriving before 1pm Breakfast and Lunch
- Travel from a location arriving after 6pm Breakfast, Lunch and Dinner

6. **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.

7. **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.

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 guests;
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 a passenger in a privately owned car; and,
8. Trip insurance or any other expenditure for personal purposes.

Documentation of Expenses

Actual expenses incurred in the conduct of business in 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:

1. 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.

2. Travel reimbursement requests 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.

3. 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.

Approval Authorities

Authorization for travel and expense reimbursement under this policy must be signed, approved, and filed with the City Clerk/Treasurer on the form(s) provided by that office.

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.
- Department Heads- approval will be made by the Mayor.
- Committee members or volunteers- approval will be made by the Mayor.
- All other employees - approval by the Department Head.

RECEIPT OF THE CITY OF WHITE SALMON'S 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.

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

Attachment A
MEAL EXPENSE REIMBURSEMENT SCENARIOS

Who should pay for the meal?

- 1) Consultant invites City Mayor/Council Member to lunch..... **Mayor/Councilmember**
- 2) Consultant invites Department head/ employee to lunch**Department head/employee**
- 3) City Mayor meets regularly with regional City Mayors or Managers for breakfast, lunch or dinner.....**Mayor**
- 4) Department head meets regularly with regional counterpart Director or state official for any meal.....**Department head**
- 5) Employee meets regularly with regional counterpart for any meal.....**Employee**
- 6) Employee is assigned by Mayor or Department head to a non-regularly scheduled breakfast or lunch meeting on regional/city issues.....**City**
- 7) Councilmember asks Mayor to meet over lunch to informally discuss regional/ city issues.....**Mayor/Councilmember**
- 8) City Mayor asks Councilmember to meet over lunch to informally discuss regional/city issues.....**Mayor/Councilmember**
- 9) Council has a non-regular work session or retreat lasting longer than 3 hours and food is brought in.....**City**
- 10) Council has an extraordinary, special breakfast meeting or lunch meeting with visitors to discuss regional/city issues.....**City**
- 11) Council has a regularly scheduled early morning committee meeting and breakfast is ordered.....**Councilmember**
- 12) An intergovernmental agency (c.g. LOTT, TRPC) calls a special meeting to discuss regional issues.....**City**
- 13) An employee attends an authorized training session and lunch is not included in the registration fee.....**City**
- 14) An employee attends training out of town which includes an overnight stay and a meal is not included in the registration fee.....**City**
- 15) Department head asks employee to fill-in for him/her at a breakfast, lunch or dinner meeting.....**City**
- 16) An employee is required to work through lunch or take a shortened lunch due to emergency or special project (**must be approved**)**City**
- 17) An employee attends a business meeting on behalf of the City during breakfast, lunch or dinner.....**City**

** In the examples provided above, the employee and/or the City should not pay for the lunch of other non-city employees, consultants, councilmember(s), etc. To avoid the appearance of a conflict of interest, employees should not allow consultants, vendors, or others doing business with the City to "pick-up" the meal tab.*