

5/22/81

INTRODUCED BY: Scott Blair

PROPOSED NO.: 81-333

MOTION NO. 5230

A MOTION relating to a system of reimbursement for Council members and staff for transportation, lodging, and other expenses; rescinding Motion No. 2804.

WHEREAS, the King County Charter, Section 220.20 provides that the County Council shall establish the compensation to be paid to all County officers and employees and shall provide for the reimbursement of expenses, and

WHEREAS, Chapter 3.28 of the King County Code, provides that the County Council may establish a system of reimbursement for the use of privately owned vehicles used in connection with County business in lieu of permanently assigned County vehicles, and

WHEREAS, it is the intention of the King County Council to seek to minimize the number of County-owned and operated vehicles;

NOW, THEREFORE, BE IT MOVED by the Council of King County:

A. Motion No. 2804 is hereby rescinded.

B. Council members and staff are expected to exercise prudent judgement in incurring reimbursable expenses on official County business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of Council members or staff attending a particular meeting should not be disproportionate to the benefit to be derived therefrom.

C. Reimbursable transportation expenses shall include the cost of all actual and necessary official travel on railroads, airlines, ships, buses, private and rental automobiles and other usual means of conveyance.

D. Reimbursement for the use of privately owned vehicles in connection with County business shall be allowed at the current rate per mile prescribed by County ordinance. In lieu of such reimbursement, King County Council members who would otherwise be eligible to be permanently assigned a County

1 vehicle may, at their individual option, be compensated on a
2 monthly basis for the use of privately owned vehicles used in
3 connection with County business. To implement this alternative,
4 the Administrator of the Council shall periodically, and no
5 less than annually, ascertain the average monthly costs to the
6 Motor Pool for the maintenance and operation of equivalent vehi-
7 cles within the fleet. Ninety percent of that figure shall be
8 the maximum allowable compensation.

9 E. The Chairman of the Council or his designee may
10 authorize reimbursement for the actual cost of meals for
11 other than County agency meetings as follows:

12 1. Where the meals are an integral part of an official
13 proceeding or program related to the County's business and
14 the Council member or staff's responsibility, or

15 2. Where, in the course and scope of official business,
16 it is necessary for the members or staff to incur the cost of
17 a meal with one or more individuals with whom his business is
18 being conducted, other than County employees. In such cases
19 the actual reasonable cost of the member or staff's meal may
20 be reimbursed, if it is expressly approved by the Chairman.

21 3. Tips and gratuities in excess of 15 percent of billing
22 for services shall not be reimbursed.

23 F. Expenses essential to the transaction of official
24 County business are reimbursable to the employee. Reimbursable
25 expenses include, but are not limited to:

26 1. Taxi fares, parking fees, and ferry and bridge tolls.

27 2. Registration fees required in connection with
28 attendance at conventions, conferences, and official meetings.

29 3. Rental of room in a hotel or other place which is
30 used for necessary lodging or to transact official business.

31 4. Charges for necessary stenographic or typing services
32 in connection with the preparation of reports and/or correspond-
33 ence, when authorized by the Chairman or his designee.

1 G. Certain travel expenses are considered as personal and
2 not essential to the transaction of official County business.
3 Such non-reimbursable expenses include, but are not limited to:

4 1. Laundry, valet services and entertainment expenses,
5 radio or television rental, tips and gratuities in excess of
6 15 percent of the billing for services, and other items of a
7 similar nature.

8 2. Taxi fares, car rental and other transportation costs
9 to places of entertainment and other similar facilities.

10 3. Costs of personal "trip insurance", and medical and
11 hospital services.

12 4. Personal telephone calls to the home of a Council
13 member or staff member except where a brief call is made to
14 advise of a change in travel plans.

15 H. Any claim for reimbursement must be itemized, appear
16 reasonable, and be supported by invoices or receipts. Exceptions
17 to the requirement for receipts are allowed for such items as
18 mileage and certain incidentals reasonably incurred without
19 available receipts. Meal expenses require identification by
20 date and description, such as breakfast, lunch or dinner. The
21 claim for reimbursement shall be filed with the Administrator
22 of the Council for review by the Chairman or his designee
23 who shall either approve or reject such claim, in whole or
24 in part. If the Chairman or his designee approve the claim
25 or any part thereof, the same shall be certified by the
26 Council Administrator and sent to the County Comptroller,
27 who shall draw a warrant therefor.

28 I. Any claim for reimbursement shall be submitted on a
29 form and in a manner prescribed by the Administrator of the
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Council after consulting with the Division of Municipal Corporations in the Office of the State Auditor.

PASSED this 26th day of May, 1981.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Paul Bauer
Chairman

ATTEST:

Gerald A. Peterson ACTING
Deputy Clerk of the Council

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