

PAUL BARDEN

NO. 74 - 294

1516

MOTION NO.

1 A MOTION relating to a system of reimbursement
2 for Council members and staff for transportation,
3 lodging, and other expenses.

4 WHEREAS, the King County Charter, Section 240, provides
5 that the County Council may pass Motions to organize and
6 administer the legislative branch, and

7 WHEREAS, it is deemed necessary to adopt a positive system
8 of control over reimbursement of expenditures by Council members
9 and staff for transportation, lodging, meals and other purposes,
10 and

11 WHEREAS, it is the intention of the King County Council to
12 seek increased efficiency, reduction in cost, and to maintain at
13 a minimum the number of county owned and operated vehicles, and

14 WHEREAS, Ordinance No. 1902 prescribes for reimbursement for
15 the use of privately owned vehicles used in connection with
16 county business, in lieu of permanently assigned county vehicles,
17 on the basis of, and at a rate not to exceed 80% of the average
18 monthly charge billed by the Motor Pool for equivalent permanent-
19 ly assigned vehicles;

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

21 1. Council members and staff are expected to exercise
22 prudent judgement in incurring expenses on official county
23 business. Excessive or unnecessary expenses shall not be
24 approved or reimbursed. The number of Council members or staff
25 attending a particular meeting should be the minimum necessary
26 consistent with the benefit to be derived therefrom.

27 2. Reimbursable transportation expenses include all actual
28 and necessary official travel on railroads, airlines, ships,
29 buses, private automobiles and other usual means of conveyance.

30 3. Reimbursement for the use of privately owned vehicles
31 in connection with county business shall be allowed at a rate not
32 to exceed \$.13 per mile. In the alternative, King County
33 Council members and staff who would otherwise be permanently

1 assigned a county vehicle may be reimbursed on a monthly allot-
2 ment basis for the use of privately owned vehicles used in
3 necessary official travel in connection with county business.
4 To implement this alternative method of reimbursement, the Clerk
5 of the Council shall periodically, and no less than annually,
6 ascertain the average monthly charge billed to the Council by the
7 Motor Pool for the operation of permanently assigned county
8 vehicles and shall then calculate 80% of that figure which shall
9 be the maximum allowable reimbursement.

10 4. Reimbursement for subsistence and lodging shall be
11 allowed on an actual basis only where the number of travel hours
12 of a council member or staff before and/or after regularly
13 scheduled working hours of any one day total three or more, out-
14 side the limits of King County, provided however, that the
15 Chairman of the Council or his designee may authorize reimburse-
16 ment for the actual cost of meals for other than county-agency
17 meetings without regard to the travel hours as follows:

18 A. Where the meals are scheduled as an integral part
19 of an official proceeding or program related to the county's
20 business and the council member or staff's responsibility, or

21 B. Where, in the course and scope of official business,
22 it is necessary for the members or staff to incur the cost of a
23 meal with one or more individuals with whom his business is being
24 conducted, other than county employees. In such cases the actual
25 reasonable cost of the member or staff's meal may be reimbursed,
26 if it is expressly approved in writing by the Chairman.

27 5. Miscellaneous travel expenses essential to the transac-
28 tion of official county business are reimbursable to the
29 employee. Reimbursable expenses include, but are not limited to:

30 A. Taxi fares, parking fees, and ferry and bridge tolls.

31 B. Registration fees required in connection with
32 attendance at conventions, conferences, and official meetings.

33 C. Rental of room in hotel or other place which is

1 used to transact official business. The room rental is
2 reimbursable as a separate item when authorized by the Chairman
3 or his designee.

4 D. Charges for necessary stenographic or typing
5 services in connection with the preparation of reports and/or
6 correspondence, when authorized by the Chairman or his designee.

7 6. Certain travel expenses are considered as personal and
8 not essential to the transaction of official county business.
9 Such non-reimbursable expenses include, but are not limited to:

10 A. Laundry, valet services and entertainment expenses,
11 radio or television rental, tips and gratuities, and other items
12 of a similar nature.

13 B. Taxi fares, car rental and other transportation
14 costs to places of entertainment and other similar facilities.

15 C. Costs of personal "trip insurance", and medical
16 and hospital services.

17 D. Personal telephone calls to the home of a Council
18 member or staff member except where a brief call is made to
19 advise of a change in travel plans.

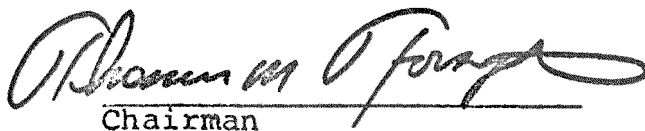
20 7. Any claim for reimbursement shall be verified by the
21 claimant that it is a true and correct claim for necessary
22 expenses incurred by the claimant. Claims for expenses other
23 than mileage and incidentals shall be accompanied by invoice
24 and/or receipts, except that on written request and explanation
25 this requirement may be waived. Invoices and/or receipts shall
26 not be required for food expenses, but such expenses shall be
27 fully itemized. The claim shall be filed with the Clerk of the
28 Council, who shall forward such claim to the Chairman of the
29 Council for review by the Chairman or his designee who shall
30 either approve or reject such claim, in whole or in part. If
31 the Chairman or his designee so approve the claim or any part
32 thereof, the same shall be certified by the Clerk of the Council
33 and returned to the County Comptroller who shall draw a warrant

1 therefore.

2 8. Any claim for reimbursement shall be submitted on a
3 form and in the manner prescribed by the Clerk of the Council
4 after consulting with the Division of Municipal Corporations in
5 the Office of the State Auditor.

6 PASSED this 8th day of April 1974.

7 KING COUNTY COUNCIL
8 KING COUNTY, WASHINGTON

9 
10 Chairman

11 ATTEST:

12
13 
14 Clerk of the Council