

MOTION NO. 2276

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

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

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

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

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

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

1. Council members and staff are expected to exercise prudent judgement in incurring 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 be the minimum necessary consistent with the benefit to be derived therefrom.
2. Reimbursable transportation expenses include all actual and necessary official travel on railroads, airlines, ships, buses, private automobiles and other usual means of conveyance.
3. Reimbursement for the use of privately owned vehicles in connection with county business shall be allowed at a rate not to exceed \$.13 per mile. In the alternative, King County Council

1 members and staff who would otherwise be permanently assigned a
2 county vehicle may be reimbursed on a monthly allotment basis for
3 the use of privately owned vehicles used in necessary official
4 travel in connection with county business. To implement this
5 alternative method of reimbursement, the Clerk of the Council
6 shall periodically, and no less than annually, ascertain the
7 average monthly costs to the Motor Pool for the operation of
8 equivalent vehicles within the fleet and shall then calculate 80%
9 of that figure which shall 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,
14 outside 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
22 business, it is necessary for the members or staff to incur the
23 cost of a meal with one or more individuals with whom his
24 business is being conducted, other than county employees. In
25 such cases the actual reasonable cost of the member or staff's
26 meal may be reimbursed, if it is expressly approved in writing by
27 the Chairman.

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

31 A. Taxi fares, parking fees, and ferry and bridge
32 tolls.

33 B. Registration fees required in connection with

1 attendance at conventions, conferences, and official meetings.

2 C. Rental of room in hotel or other place which is
3 used to transact official business. The room rental is reim-
4 bursable as a separate item when authorized by the Chairman or
5 his designee.

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

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

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

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

17 C. Costs of personal "trip insurance", and medical
18 and hospital services.

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

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

1 be certified by the Clerk of the Council and returned to the
2 County Comptroller who shall draw a warrant therefore.

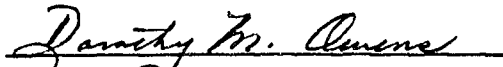
3 8. Any claim for reimbursement shall be submitted on a
4 form and in the manner prescribed by the Clerk of the Council
5 after consulting with the Division of Municipal Corporations in
6 the Office of the State Auditor.

7 PASSED this 17th day of November 1975.

8 KING COUNTY COUNCIL
9 KING COUNTY, WASHINGTON

10 
11 Chairman

12 ATTEST:

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15 Clerk of the Council

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