

MOTION NO. 2413

1
2 A MOTION requesting that the executive
3 take steps necessary, and permissible under
4 law, to reimburse members of the King County
5 Police Department's Marksmanship Team for
6 expenses incurred in representing King
7 County at the Police National Marksmanship
8 Competition to be held in Jackson, Mississippi
9 October 4,5,6, and 7.

10 WHEREAS, annually the Mississippi State Patrol and the
11 National Rifle Association sponsor marksmanship competition for
12 contestants who are law enforcement officers of various juris-
13 dictions across the country, and

14 WHEREAS, the next annual competition is scheduled for
15 October 4,5,6,7, and, at a minimum, officers from the Seattle
16 Police Department, Bellingham Police Department, King County
17 Police Department, will represent their jurisdictions and the
18 State of Washington in competition, and

19 WHEREAS, all of the aforementioned jurisdictions, among others
20 have participated in past competitions, and

21 WHEREAS, in the past the City of Seattle, City of Bellingham,
22 City of Everett, have recognized law officers competing as
23 representatives of the respective jurisdictions by granting
24 absence from regular duties to participate in competition while
25 remaining in a "duty-time" status for pay purposes, and

26 WHEREAS, the intent of the council is that law enforcement
27 officers representing King County at this competition should also
28 be allowed to attend while in a "duty-time" status for pay
29 purposes; and

30 WHEREAS, in the past law enforcement officers representing
31 King County have participated in this competition at their own
32 expense, in a non-duty time pay status, reimbursed for actual
33 expenses to a small degree by funds from King County Police
Officer's Association; and

WHEREAS, the King County Police Officer's Association has

1 allocated the sum of \$600 to defray the expenses of three members
2 of the King County Marksmanship Team to attend this competition,
3 and

4 WHEREAS, the county benefits by not only sponsoring law
5 enforcement officers participating in scheduled competition;
6 but also, the county benefits by virtue of county officers
7 viewing the latest in law enforcement equipment in displays
8 and classes provided by manufacturers at the competition,

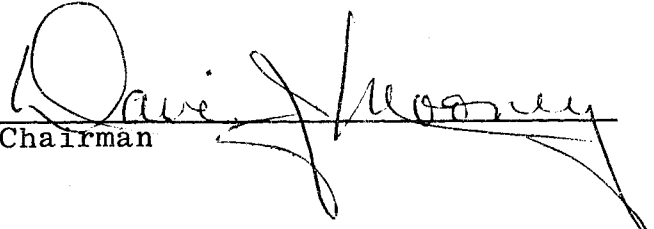
9 NOW THEREFORE, BE IT MOVED by the Council of King County:

10 The Council endorses the planned participation of members
11 of the King County Police Department's Marksmanship Team at the
12 Police National Competition scheduled for October 4,5,6,7, at
13 Jackson, Mississippi.

14 The Council requests that the executive take necessary
15 actions, permissible under law, to reimburse members of the
16 department for actual transportation and living expenses incurred
17 as a result of representing King County at the scheduled
18 competition.

19 PASSED this 12th day of April, 1976.

21 KING COUNTY COUNCIL
22 KING COUNTY, WASHINGTON

23 
24 Chairman

26 ATTEST:

27
28 
29 Clerk of the Council

30
31
32
33

ADMINISTRATIVE SERVICES AND PROCEDURES MANUAL
King County, Washington

Date: January, 1973Ref: Dept. No. 48

For Assistance and Information call Extension	AGENCY	LOCATION
	Budget Division, Department of Budget and Program Planning	Suite 400 King County Courthouse
3480	<p><u>TRAVEL AUTHORIZATION REQUESTS - (OUT-OF-STATE)</u></p> <p>The requesting department must complete the "Request for Authorization to Travel" form. This form must be signed by the department director and forwarded to the Accounting Section of the Office of the Comptroller.</p> <p>A. <u>Before the Trip</u></p> <ol style="list-style-type: none"> 1. The employee who plans to make a trip on County business should submit a Travel Authorization form to his division manager and department director for approval. 2. The department director signs the Travel Authorization form and submits the form to the Accounting Section of the Office of the Comptroller. 3. The Accounting Section will check the travel request against the Travel Budget File. If the requested travel is not listed in the file, the department will be informed to make a travel file modification. If there are not sufficient funds for travel in the budget, travel requests will be returned to the department to be resubmitted to the Accounting Section with a budget revision. 4. The Travel Authorization form will be sent to the County Administrative Officer for his approval. 5. The Travel Authorization form is routed back to Accounting Section after final approval. The Accounting Section will keep a yellow copy of the approved Travel Authorization form and send the white and pink copies to the requesting department. 6. The department informs the employee of the approved travel and helps him make necessary travel arrangements (i.e., order airline ticket, make reservations, registration, etc.). 	

ADMINISTRATIVE SERVICES AND PROCEDURES MANUAL
King County, Washington

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For Assistance and Information call Extension	AGENCY	LOCATION
	Budget Division, Department of Budget and Program Planning	Suite 400 King County Courthouse
3480	<p>7. At this point, the department or the employee can submit a voucher for the payment of airline ticket and registration fees. Airline or travel agency invoice and registration fee proof must be attached to the voucher. The voucher will be processed by the Accounting Section.</p> <p>B. <u>After the Trip</u></p> <ol style="list-style-type: none"> 1. The employee shall prepare a Travel Report describing the accomplishments of his trip and submit it to his department director. (See attached form.) 2. The employee submits the Travel Report, food and lodging bills to his Division Manager for reimbursement of the expenses. 3. The Division Manager certifies the reimbursement claim and sends the white copy of the approved travel authorization form to the Accounting Section. 4. The employee will receive a reimbursement warrant through the department from the Accounting Section. <p>C. <u>Forms to be Used</u></p> <p>Request for Authorization to Travel.</p>	

ADMINISTRATIVE SERVICES AND PROCEDURES MANUAL
King County, Washington

Date: 1-1-72Ref: Dept #40

For Assistance and Information call Extension	AGENCY	LOCATION
3824	County Administrative Officer	Room E - 443 Courthouse
<p>FORM NO. CAO - 01: REQUEST FOR AUTHORIZATION TO TRAVEL. Form must be submitted for review and approval by the County Administrative Officer, or his designee, at least fifteen (15) days prior to trip departure. (Ref. Executive Order No. 1006 Revised 5/20/71.)</p> <p><u>PROCEDURES</u></p> <ol style="list-style-type: none"> 1. A travel request form is to be submitted to the Office of Budgets and Accounts and the County Administrative Officer with an informational copy to the Office of the County Executive. 2. Said request shall state the purpose of the trip, the total estimated costs and how the travel, if authorized, will benefit the county. 3. A summary report on the trip is to be submitted to the County Administrative Office with a copy to the County Executive within ten (10) days from the date of return. <p>NOTE: In a matter of courtesy and information, employees traveling in-state and expecting reimbursement should send a copy of the department head's approval to the Office of Budgets and Accounts.</p>		

TRAVEL AUTHORIZED BY THIS FORM REQUIRES THE INDIVIDUAL TO SUBMIT A TRAVEL REPORT TO THE C.A.O. IN ACCORDANCE WITH EXECUTIVE ORDER # 1006

DEPARTMENT

DIVISION

EMPLOYEE NAME

EMPLOYEE TITLE

EMPLOYEE SOCIAL SECURITY NO.

BUDGET ACCOUNT NUMBER

OFFICE OF B & A USE ONLY

FUND

DEPT

PROGRAM

OBJECT

OTHER KING COUNTY EMPLOYEES REQUESTING (OR APPROVED) TO TRAVEL TO THE MEETING

ORGANIZATION TO BE VISITED (COMPANY - ASSOCIATION - ETC. & PLACE OF VISIT)

PURPOSE OF THE TRIP (IF BROCHURE AVAILABLE PLEASE ATTACH)

DATE LEAVING KING COUNTY DATE OF MEETING BEGINNING AND LOCATION DATE MEETING ENDS DATE RETURNING TO KING COUNTY

MEETING BENEFITS TO KING COUNTY

MEETING BENEFITS TO THE INDIVIDUAL

REQUESTED EXPENSE

TRAVEL MODE: AIR RAIL AUTO

FUEL

TRAINING*

TOOLS

REGISTRATION

MISCELLANEOUS**

TOTAL

EXPLAIN IF OTHER THAN MEETING SITE HOTEL IS USED FOR LODGING.

**AUTO RENTAL REQUESTED: YES NO

JUSTIFICATION

REQUESTOR'S SIGNATURE

REQUIRED SIGNATURES

DATE

FIRST APPROVED: AGENCY HEAD

SECOND APPROVED: MGR BUDGETS AND ACCOUNTS

THIRD APPROVED: CO. ADMINISTRATIVE OFFICER

APPROVED COUNTY EXECUTIVE

EXPENSE CLAIM TO BE PREPARED UPON RETURN FROM TRAVEL FOR REIMBURSEMENT

FARES (IF NOT PAID IN ADVANCE) *

LODGING *

MEALS:

REGISTRATION *

MISCELLANEOUS (ITEMIZE)

CERTIFICATION

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

CLAIMANT'S SIGNATURE

DATE

APPROVED DEPARTMENT HEAD

DATE

APPROVED MANAGER, BUDGETS AND ACCOUNTS

DATE

NOTE: TRAVEL REQUEST SUBMITTED LESS THAN 15 DAYS BEFORE DEPARTURE REQUIRE COUNTY EXECUTIVE APPROVAL.

ROUTING: ORIGINAL TO BUDGETS & ACCOUNT FIRST COPY TO CAO LAST COPY TO THE ORIGINATOR