

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

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

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

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

12 WHEREAS, Ordinance No. 1902, as amended, prescribes for reimbursement
13 for the use of privately owned vehicles used in connection with county
14 business, in lieu of permanently assigned county vehicles, on the basis of,
15 and at a rate not to exceed ((00¢-0¢)) the average monthly charge billed by
16 the Motor Pool for equivalent permanently assigned vehicles;

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

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

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

26 3. Reimbursement for the use of privately owned vehicles in connection
27 with county business shall be allowed at a rate not to exceed \$.13 per mile.
28 In the alternative, King County Council members and staff who would otherwise
29 be permanently assigned a county vehicle may be reimbursed on a monthly
30 allotment basis for the use of privately owned vehicles used in necessary
31 official travel in connection with county business. To implement this
32 alternative method of reimbursement, the Clerk of the Council shall periodically,
33 and no less than annually, ascertain the average monthly costs to the Motor

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1 Pool for the operation of equivalent vehicles within the fleet and (~~shall~~
2 ~~then-calculate-80%-of~~) that figure (~~which~~) shall be the maximum allowable
3 reimbursement; provided that additional reimbursement shall be allowed at the
4 rate of \$.13 per mile for travel outside King County in connection with
5 official county business.

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

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

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

21 5. Miscellaneous travel expenses essential to the transaction of
22 official county business are reimbursable to the employee. Reimbursable
23 expenses include, but are not limited to:

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

25 B. Registration fees required in connection with attendance at con-
26 ventions, conferences, and official meetings.

27 C. Rental of room in hotel or other place which is used to transact
28 official business. The room rental is reimbursable as a separate item
29 when authorized by the Chairman or his designee.

30 D. Charges for necessary stenographic or typing services in con-
31 nection with the preparation of reports and/or correspondence, when
32 authorized by the Chairman or his designee.

33 6. Certain travel expenses are considered as personal and not essential

1 to the transaction of official county business. Such non-reimbursable
2 expenses include, but are not limited to:

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

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

7 C. Costs of personal "trip insurance", and medical and hospital
8 services.

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

11 7. Any claim for reimbursement shall be verified by the claimant that
12 it is a true and correct claim for necessary expenses incurred by the
13 claimant. Claims for expenses other than mileage and incidentals shall be
14 accompanied by invoice and/or receipts, except that on written request and
15 explanation this requirement may be waived. Invoices and/or receipts shall
16 not be required for food expenses, but such expenses shall be fully itemized.
17 The claim shall be filed with the Clerk of the Council, who shall forward
18 such claim to the Chairman of the Council for review by the Chairman or his
19 designee who shall either approve or reject such claim, in whole or in part.
20 If the Chairman or his designee so approve the claim or any part thereof, the
21 same shall be certified by the Clerk of the Council and returned to the
22 County Comptroller who shall draw a warrant therefor.

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

26 PASSED this 20th day of December, 1976.

27 KING COUNTY COUNCIL
28 KING COUNTY WASHINGTON

29 David Murray
30 Chairman

31 ATTEST:

32 Deputy Janice M. Quinn
33 Clerk of the Council