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MOTION NO. 5586

A MOTION relating to a system of reimbursement for Councilmembers and staff for transportation, lodging, and other expenses; rescinding Motion No. 5230.

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A. Motion No. 2804 is hereby rescinded.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. Councilmembers and staff are expected to exercise prudent judgement in incurring reimbursable expenses on officical County business. Excessive or unnecessary expenses shall not be approved or reimbursed. The number of Councilmembers 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 Councilmembers 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  
4 alternative, the Administrator of the Council shall  
5 periodically, and no less than annually, ascertain the average  
6 monthly costs to the Motor Pool for the maintenance and  
7 operation of equivalent vehicles within the fleet. Ninety  
8 percent of that figure shall be the maximum allowable  
9 compensation.

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

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

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

23 3. Where the meals are during or following a work  
24 period extending at least two and one half hours beyond the  
25 normal work day.

26 4. Tips and gratuities in excess of 15 percent of  
27 billing for services shall not be reimbursed.

28 F. Expenses essential to the transaction of official  
29 County business are reimbursable to the employee. Reimbursable  
30 expenses include, but are not limited to:

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

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

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

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

8           G. Certain travel expenses are considered as personal and  
9 not essential to the transactions of official County business.  
10 Such non-reimbursable expenses include, but are not limited to:

11           1. Laundry, valet services and entertainment expenses,  
12 radio or television rental, tips and gratuities in excess of 15  
13 percent of the billing for services, and other items of a  
14 similar nature.

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

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

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

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

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

5 PASSED this 11th day of October, 1982.

8 KING COUNTY COUNCIL  
9 KING COUNTY, WASHINGTON

10 Lois North  
11 Chairman

12 ATTEST:

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14 Barbara M. Owens  
15 DEPUTY Clerk of the Council  
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