

August 31, 1998

Sponsor: Gossett

clerk 9/1/98

Proposed No.: 98-413

ORDINANCE NO. **13257**

AN ORDINANCE relating to travel, meal, and expenditure reimbursement; establishing rules and procedures governing such and amending Ordinance 12138, Section 11 and K.C.C. 4.16.080; Ordinance 12014, Section 56 and K.C.C. 3.20.060; Ordinance 9206, Sections 1 as amended, 3, 5, 7, 9, 10 and 12 and K.C.C. 3.24.010 as amended, K.C.C. 3.24.030, K.C.C. 3.24.050, K.C.C. 3.24.070, K.C.C. 3.24.090, K.C.C. 3.24.100 and K.C.C. 3.24.120; Ordinance 12077, Sections 7, 8, 9 and 10 and K.C.C. 3.24.020, K.C.C. 3.24.060 K.C.C. 3.24.080 and K.C.C. 3.24.130, repealing Ordinance 9206, Section 4 and K.C.C. 3.24.040, amending Ordinance 13218, Section 7 and K.C.C. 2.35.060; and adding new sections to K.C.C. 3.24.

**PREAMBLE:**

The metropolitan King County council finds that the recommendations contained in the King County auditor's report on travel authorization and expense reimbursement need to be reflected as amendments to the King County Code. The audit found that existing policies regarding travel claims had been violated and that a broad range of nonreimbursable travel expenditures had been inappropriately paid to county employees. As such, management controls over the authorization, review and payment of travel and subsistence expenses need to be improved and procedures governing these activities need to be strengthened.

**BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

SECTION 1. Ordinance 9206, Section 1 and K.C.C. 3.24.010 are hereby amended

to read as follows:

**Definitions.** All words in this chapter shall have their ordinary and usual meanings

except those defined in this section which shall have the meaning set forth below((-):

~~((A.—“County agency” shall mean any office or department of the executive~~

~~branch responsible to the county executive, the departments of judicial administration,~~

1 public safety, and assessments, the office of the prosecuting attorney, the council and  
2 subordinate units of the legislative branch, and the components of the judicial branch.

3 B. ~~"Travel" shall consist of lodging, subsistence, transportation, seminar/meeting  
4 attendance and related activities in the conduct of official county business.~~

5 C. ~~"Official county business" shall mean, but not be limited to:~~

6 1. ~~conducting legitimate county business such as fulfilling normal job functions,  
7 negotiating agreements, inspecting or purchasing equipment, coordinating with other  
8 governmental agencies, serving on interview or judging panels, and providing consultation;~~

9 ~~or~~

10 2. ~~obtaining information or training directly related to a person's official  
11 function; or~~

12 3. ~~serving as an official representative of King County.))~~

13 A. "Day travel" shall mean travel outside of the county that exceeds six hours but  
14 does not include an overnight stay. Travel outside of the county for six hours or less or  
15 travel within the county is not considered day travel.

16 B. "Emergency" shall mean the occurrence of unforeseen or exigent circumstances  
17 which may result in harm to the public good.

18 C. "Employee" shall mean any person who is employed in a career service position  
19 or an exempt position as defined in K.C.C. chapter 3.12, except persons serving the county  
20 without compensation and members of boards and commissions. "Employee" includes all  
21 county elected officials.

22 D. "Federal lodging limit" shall mean the maximum amount a federal employee may  
23 be reimbursed per day for lodging expenses, excluding applicable taxes, in the respective  
24 host city for travel within the continental United States as published in the Code of Federal  
25 Regulations, 41 CFR §301, App. A, and as hereafter amended.

1           E. "Government rates" shall mean the discounted rates offered to government  
 2 employees, in the course of conducting official business, by lodging establishments, rental  
 3 car agencies and other providers of services to government employees.

4           F. "Moving expenses" shall mean expenses incurred for transportation of family  
 5 and common household possessions, including meals and incidentals per diem, automobiles  
 6 and lodging expenses.

7           G. "Official county business" shall mean business that relates directly to a person's  
 8 work function and benefits the county.

9           H. "Overnight travel" shall mean travel outside of the county that exceeds twelve  
 10 hours and includes an overnight stay.

11           ((D))I. "Presiding elected official" shall mean the county executive for the executive  
 12 branch departments, agencies and offices except assessments and public safety; ((;)) the  
 13 county assessor for the department of assessments; ((;)) the prosecuting attorney for the  
 14 office of the prosecuting attorney; ((;)) the county sheriff for the department of public  
 15 safety; ((;)) the chair of the county council for the legislative branch; and the presiding  
 16 judges of the superior and district courts, or the official or officials designated by that  
 17 branch or unit of county government.

18           SECTION 2. Ordinance 12077, Section 7 and K.C.C. 3.24.020 are hereby amended  
 19 to read as follows:

20           Persons ((eligible for)) authorized to receive ((travel)) expense reimbursement.  
 21 this chapter applies to all departments, agencies and offices of the executive branch,  
 22 including but not limited to the departments of judicial administration, public safety, and  
 23 assessments; the council and subordinate units of the legislative branch; the office of the  
 24 prosecuting attorney; and the superior and district courts. Within budgetary constraints, the  
 25 following persons are ((eligible for travel)) authorized to receive expense reimbursement in

1 conformance with this chapter and are likewise responsible for compliance with the terms of  
 2 this chapter and any implementing policies and procedures:

3 A. County ~~((officials and))~~ employees;

4 ~~((B. ——— Members of boards/commissions or uncompensated volunteers~~  
 5 ~~participating in county business if authorized by the enabling legislation or appointing~~  
 6 ~~authority;))~~

7 ~~((C))~~ B. Candidates for ~~((county employment for any position above pay range fifty-~~  
 8 ~~four in non-legislative branches governed by the county personnel system's pay range~~  
 9 ~~schedule or as))~~ positions that are exempt from the career service or candidates for  
 10 positions that require a specialized skill not available in the county job market may be  
 11 authorized by the ((council chair for legislative branch positions)) presiding elected official,  
 12 subject to the following restrictions:

13 1. For travel to ~~((a designated place))~~ the county from their place of residence  
 14 outside the county to be interviewed.

15 2. Maximum of five interview trips for a given position during any twelve  
 16 month period.

17 3. No ~~((person))~~ candidate for employment is eligible for more than two  
 18 separate interview trips for a given position.

19 ~~((4. ——— Limited to the five highest ranked candidates.))~~

20 ~~((5))~~ 4. Approval by the presiding elected official is required before an invitation  
 21 to interview is issued((:)).

22 ~~((a. For positions at pay range fifty five through eighty, approval is required~~  
 23 ~~of the county council's administration and justice committee or its successor.~~

24 ~~b. For positions above pay range eighty, approval is required of the~~  
 25 ~~appointing authority and the director of the office of human resources management.~~

1           ~~D. Persons authorized by the respective elected official or department director to~~  
 2           ~~incur travel and subsistence expense to partake in official county business provided that the~~  
 3           ~~total of such costs shall not exceed \$200 per person and a complete description of the~~  
 4           ~~county business purpose and necessity to incur the costs is provided with the reimbursement~~  
 5           ~~claim. Authorization for such expenses in excess of \$200 shall, in addition, be approved by~~  
 6           ~~the presiding elected official.))~~

7           ~~((E))C. Persons otherwise authorized by law, grant or contract, ((given that any))~~  
 8           ~~provided that the terms of such other ((travel)) expense reimbursement ((policy specified by~~  
 9           ~~such authority would prevail)) authorization shall apply.~~

10           SECTION 3. Ordinance No. 9206, Section 3 and K.C.C. 3.24.030 are hereby  
 11           amended to read as follows::

12           ~~((Prior))~~Travel authorization. A. Authorization ((to)) for day or overnight travel  
 13           ~~((and for reimbursement of travel)) or to incur expenses estimated to exceed one hundred~~  
 14           dollars shall be obtained ((prior to commencement of the travel activity as follows. Even if  
 15           ~~the county will not be funding the travel expense, travel authorization is required if the~~  
 16           ~~person is to maintain official employment/business status during the travel.)) in accordance~~  
 17           with the established policies and procedures of the respective presiding elected official prior  
 18           to commencing the activity. Travel plans shall be authorized in advance by the presiding  
 19           elected official or designee, except when an emergency arises that requires travel to  
 20           commence within twenty-four hours. If expenses are incurred without prior authorization,  
 21           the presiding elected official or designee will determine whether an emergency existed and  
 22           the expenses are reimbursable. The person requesting reimbursement will be responsible for  
 23           payment of expenses that were incurred without prior authorization and subsequently  
 24           determined not to constitute an emergency.

1           B. Persons authorizing travel shall not be subordinate to the requester, shall ensure  
2           that the traveler is provided information about the applicable travel expense reimbursement  
3           policies prior to incurring travel expenses and shall apply, at a minimum, the criteria  
4           outlined below in making decisions on granting or denying such requests:

5           ~~((A. In-State Travel. Travel within the State of Washington shall be~~  
6           ~~approved under an established policy of the respective branch of county government, except~~  
7           ~~that internal organization activities qualifying under Section 3.24.080D.1. must receive prior~~  
8           ~~approval of the respective department director, or elected official if the director is a~~  
9           ~~participant.~~

10           ~~B. Out-of-State Travel. Travel outside the State of Washington shall be approved~~  
11           ~~as follows:~~

12           ~~1. Travel plans of employees, officials, judges and persons traveling on behalf~~  
13           ~~of the county shall be authorized in advance by the respective presiding elected official or~~  
14           ~~designee, and in accordance with established procedures of that branch of government.~~

15           ~~2. Presiding elected officials shall ensure that a copy of their own county~~  
16           ~~business travel plans, which provides a record of official activity during the period of travel,~~  
17           ~~is filed in their respective offices and is accessible in case of administrative necessity.))~~

18           1. Requested travel shall be for the conduct of official county business. The  
19           travel request shall describe the relationship between the travel and work functions and  
20           indicate what benefit the county will receive from the travel. Any available printed material  
21           indicating the overall content and quality of the event shall be attached to the travel request.  
22           The number of persons engaging in a given travel activity shall be the minimum necessary to  
23           achieve the expected benefit.

1                   2. Travel requests shall be accompanied by a travel itinerary and itemized list of  
 2 anticipated expenditures. Expenditure plans must be reasonable and budgeted monies for  
 3 reimbursement must be available and authorized.

4                   3. For nonmandatory attendance at job-related seminars, conferences,  
 5 conventions or training, travel may be authorized with reimbursement at less than the rates  
 6 otherwise authorized, provided that the reduced reimbursement rates are mutually agreed to  
 7 in writing by the person authorizing the travel and the traveler prior to the travel.

8                   4. If the person is to maintain employment/business status during the travel,  
 9 travel authorization is required even if the county will not be funding the travel expenses.

10                  SECTION 4. Ordinance 9206, Section 4 and K.C.C. 3.24.040 are each hereby  
 11 repealed.

12                  SECTION 5. Ordinance 9206, Section 5 and K.C.C. 3.24.050 are hereby amended  
 13 to read as follows:

14                  ~~((Reimbursable expenses and allowances))~~General rules. A. All persons are  
 15 ~~((to))~~ responsible for exercising prudent judgment to avoid unnecessary county  
 16 expense. Travel requests and reimbursement claims shall strictly conform to the provisions  
 17 of this chapter and other applicable laws, grants, contracts or policies.

18                  ~~((A. ——— For attendance at seminars or professional meetings involving some~~  
 19 ~~personal interest as opposed to directed travel, travel may be authorized with~~  
 20 ~~reimbursement at less than the rates otherwise authorized, provided that the reduced~~  
 21 ~~reimbursement rates are acceptable to the employee prior to the travel.))~~

22                  B. ~~((The county shall not provide funding of a travel event or item of expense~~  
 23 ~~where a source of reimbursement to the traveler other than the county is specified in county,~~  
 24 ~~state or federal law or policy. In cases where reimbursement is available from another~~  
 25 ~~source, the county may, at the option of the approving authority, pay the differential~~

1 between what county policy would allow for the total travel activity and the total  
2 reimbursed from the other source, but shall not selectively reimburse for only specific items  
3 with differing reimbursement rates between the county and the other source.)) The traveler  
4 shall be responsible for excess costs and additional travel expenses resulting from taking an  
5 indirect route or delaying the return trip for personal preference or convenience, except that  
6 additional travel expenses may be approved and reimbursed if an indirect route or delay  
7 reduces the county's total costs. Additional travel expenses paid under this provision are  
8 subject to the reimbursement limitations specified in this chapter and, considering both  
9 salary and travel expenses, must not exceed the documented savings.

10 C. The provisions of this chapter shall apply to both domestic and foreign travel,  
11 except that the limits on travel expense reimbursements for transportation, lodging, and  
12 meals and incidentals, as provided for in K.C.C. 3.24.060 through 3.24.080, shall apply only  
13 to travel within the continental United States, which shall consist of the forty-eight  
14 contiguous states and the District of Columbia. Transportation, lodging, and meals and  
15 incidental expense reimbursement for travel outside the continental United States shall be  
16 based upon actual expenses to a maximum of the overseas rates established by the federal  
17 General Services Administration for federal travel to the specific location, subject to all  
18 other provisions of this chapter.

19 D. No travel or meal expense that would not be a reimbursable expense under this  
20 chapter may be the object of a direct expenditure of county funds.

21 SECTION 6. Ordinance 12077, Section 8 and K.C.C. 3.24.060 are hereby amended  
22 to read as follows:

23 **Transportation costs.** ((King C)) The county will pay the actual and necessary  
24 costs of transportation in the course of conducting official county business as follows:



1 A. ~~((Normal and usual means of conveyance are to be used. Public transportation~~  
2 ~~shall be used where practical.))~~ Travel shall be by the method of transportation and route  
3 that will be most advantageous to the county, considering the cost of transportation, other  
4 travel expenses and salary. The excess cost of first class or business class fare for a given  
5 mode of travel shall not be reimbursed when less expensive fares are available.

6 ~~((Where))~~ When a private mode of transportation is used in lieu of ~~((another))~~ a more  
7 ~~((normal and usual))~~ customary form of transportation to the event site, travel  
8 ~~((reimbursement))~~ expenses shall be reimbursed at the lesser of the two costs.

9 B. ~~((Where))~~ When automobile transportation is necessary, a county vehicle or  
10 public transportation shall be used ~~((where))~~ whenever practical. ~~((Authorized use of a~~  
11 ~~private automobile shall be reimbursed at the rate of twenty one cents per mile, except as~~  
12 ~~provided by a collective bargaining agreement, prevailing law or contract. This rate shall~~  
13 ~~change annually on July 1st in increments of one cent when the effect of compounded~~  
14 ~~annual general county non-union cost of living adjustments, as applied to this figure, results~~  
15 ~~in the given amount reaching the next even cent, subject to the limitation of never exceeding~~  
16 ~~the current IRS tax exempt mileage reimbursement rate for business transportation paid by~~  
17 ~~an employer to its employees. The 1989 COLA will be the initial factor considered.))~~ When  
18 rental vehicles are authorized, government rates must always be requested. When use of a  
19 private automobile is authorized, reimbursement for mileage shall be the current Internal  
20 Revenue Service (IRS) rate per mile for business-related travel and reimbursement for  
21 parking shall be the actual cost, except as provided by a collective bargaining agreement,  
22 prevailing law or contract. The department of finance shall be responsible for administering  
23 and announcing ~~((such rate changes.))~~ the current IRS mileage rate for business-related  
24 travel.

1 C. ~~((The excess cost of first class or business coach fare for a given mode of travel~~  
 2 ~~shall not be reimbursed where less expensive fares are available.))~~The starting and ending  
 3 locations of travel are the official work place or the residence, depending on the work  
 4 schedule and the work status of the traveler at the time of departure and arrival.

5 D. ~~((If an indirect route is taken for personal reasons, all extra costs of such travel~~  
 6 ~~are not reimbursable.))~~Transportation between a person's home and regularly assigned  
 7 workplace is not reimbursable, except that members of regional committees who are not  
 8 full-time elected officials may be reimbursed actual parking and round-trip mileage  
 9 expenses, at the current IRS mileage rate for business-related travel, between the member's  
 10 workplace or residence and the location of the regional committee meeting.

11 ~~((E. ——— The starting and ending locations of official travel are the official work~~  
 12 ~~place or the residence, depending on the work schedule at that point in time.))~~

13 SECTION 7. Ordinance 9206, Section 7 and K.C.C. 3.24.070 are hereby amended  
 14 to read as follows:

15 **Lodging costs.** Lodging costs actually incurred are reimbursable only as follows:

16 A. ~~((When travel requires leaving King County for at least twelve hours, unless~~  
 17 ~~otherwise justified and approved in writing by the respective elected official or department~~  
 18 ~~director.))~~Lodging costs will be reimbursed only if a person is in overnight travel status.  
 19 Government rates must always be requested. Lodging receipts are required. Lodging costs  
 20 in the host city may be claimed from the night before the authorized event starts through the  
 21 night before it ends, unless reasonably priced and timely return transportation is not  
 22 available, thereby necessitating additional lodging costs.

23 B. ~~((From the night before the authorized event starts through the night before it~~  
 24 ~~ends, unless reasonable and timely return transportation is not available, thereby~~  
 25 ~~necessitating additional lodging and subsistence costs. If, with the consent of both the~~

1 ~~traveler and the approving authority, the duration of the trip is extended beyond county~~  
2 ~~business needs and this results in a reduction of airfare ticket costs, the additional related~~  
3 ~~lodging and subsistence costs will be reimbursed consistent with provisions of this~~  
4 ~~chapter but up to a maximum of the documented airfare ticket savings.))~~The traveler shall  
5 be reimbursed for actual lodging costs incurred for single occupancy, to a maximum of the  
6 federal lodging limit for the host city plus taxes. If the lodging receipt indicates a charge for  
7 double occupancy and two persons are authorized to travel on behalf of the county, each  
8 traveler shall be allowed one-half the double occupancy charge. If one person is not  
9 authorized to travel on behalf of the county, the person authorized to travel shall be  
10 reimbursed at the single occupancy rate to a maximum of the federal lodging limit.

11 C. ~~((When one employee is involved, the receipt shall identify the respective single~~  
12 ~~occupancy rate.))~~ For seminars, conferences or conventions, costs for lodging at the event  
13 site may be authorized in excess of the federal lodging limit for the host city under the  
14 following conditions:

15 1. No alternate lodging is available within a reasonable distance of the event  
16 site which is within the federal lodging limit for the host city. The traveler must provide a  
17 signed statement of unavailability with the request for reimbursement; or

18 2. The authorized means of transportation between the alternate lodging site  
19 and the event site would exceed the savings in lodging costs; or

20 3. The presiding elected official, or his or her designee, has authorized the  
21 excess expenditure in writing and in advance for any exigent circumstances which may exist.

22 D. The department of finance shall distribute federal lodging limits, as published in  
23 the Code of Federal Regulations, 41 CFR §301, App. A, as rate changes occur.

24 SECTION 8. Ordinance 12077, Section 9 and K.C.C. 3.24.080 are hereby amended  
25 to read as follows:

1           ~~((Meal costs. A. Meal cost allowances or reimbursements are payable for official~~  
2           ~~county business purposes only when:~~

3                     ~~1. The duration of travel exceeds three hours outside King County, or~~

4                     ~~2. Meals are necessary and integral to conducting official county business~~  
5           ~~including training, job candidate interviews, seminars or business meetings with non-county~~  
6           ~~employees, or~~

7                     ~~3. Performance of assigned duties by an overtime pay exempt employee~~  
8           ~~requires overtime, either extending at least three hours beyond the start or end of a~~  
9           ~~scheduled workday of at least seven hours or consisting of at least four hours call-out on an~~  
10           ~~unscheduled workday and unreasonably delaying access to normal subsistence, as approved~~  
11           ~~by the respective department director or elected official.~~

12                    ~~B. Meal costs are not payable when:~~

13                     ~~1. The expense of the respective meal is included in a registration fee, air fare~~  
14           ~~or another county expense, or~~

15                     ~~2. Meals are incurred in the normal course of the employee's job, including staff~~  
16           ~~meetings and consultation with subordinates or between employees, or~~

17                     ~~3. The meal occurs in the approximate location of the employee's normal place~~  
18           ~~of work where the employee's normal means of subsistence can be reasonably~~  
19           ~~accommodated, or~~

20                     ~~4. The county, at its option, provides a meal.~~

21                    ~~C. For partial day travel status, fixed amount allowances will be paid as payment in~~  
22           ~~full for authorized meals if in an eligible status during the designated times, as follows:~~

23           ~~Breakfast (7:00 a.m.)—eight dollars, Lunch (12:00 noon)—nine dollars, Dinner (6:00~~  
24           ~~p.m.)—eighteen dollars.~~

1 For full day travel status, a fixed amount allowance of thirty five dollars will be paid  
2 as payment in full for meals.

3 These amounts shall change annually on July 1st in increments of one dollar when  
4 the effect of compounded annual general county non-union cost of living adjustments, as  
5 applied to these figures, results in the given amount reaching the next even dollar. The  
6 1989 COLA will be the initial factor considered. The department of finance shall be  
7 responsible for administering and announcing such rate changes.

8 D. An exception to these fixed rates shall be to reimburse actual restaurant or food  
9 service costs, which may include service tips of up to 15% or a fixed rate established by the  
10 restaurant for group billings, for:

11 1. County staff retreats or training programs which qualify under the criteria  
12 cited in paragraphs A and B of this section and receive written justification relating to  
13 county business and cost approval of the respective department director or elected official if  
14 the director is a participant.

15 2. Approved participation in meals which are an integral activity on the agenda  
16 of an external organizational function related to county business. This includes community  
17 organization meetings, banquets, receptions and celebration events where the cost does not  
18 exceed triple the respective fixed amount allowance cited in paragraph C. Any amount  
19 exceeding that figure shall be treated as a contribution expense in its entirety.

20 3. Extenuating circumstances, where there exists: an uncontrollable business  
21 necessity, a circumstance related to a particular meal or specific event that results in having  
22 to significantly exceed the applicable fixed amount allowance cited in paragraph C., a  
23 receipt detailing the expense accompanied by written justification explaining the necessity to  
24 exceed the fixed amount allowance, and specific undelegated approval of the presiding  
25 elected official.

1           E. ~~Another exception to the above rules is that meal expenses incurred on behalf of~~  
 2 ~~another agency which reimburses the county for the expense shall be reimbursed according~~  
 3 ~~to the rules specified by the funding agency.))~~

4           Per diem meal and incidental rates and refreshment costs. A. Day and  
 5 overnight travel status. For persons traveling on official county business, meal and  
 6 incidental expenses are reimbursable at the per diem rates established by the federal travel  
 7 regulations for the host city, published annually in the Code of Federal Regulations, 41 CFR  
 8 §301, App. A. The per diem rates include fixed allowances for breakfast, lunch, dinner and  
 9 incidental expenses, by city. The meal allowances include tips and gratuities. The incidental  
 10 rates are calculated to allow for expenses such as fees and tips to baggage carriers,  
 11 concierges, hotel staff and laundry. Reimbursement for incidentals is authorized only for  
 12 overnight travel. Receipts are not required.

13           1. For day travel, the fixed allowance per meal, as established by the federal per  
 14 diem rate, may be claimed if in travel status at the following times: 7:00 a.m. - breakfast, 12  
 15 noon - lunch, and 6:00 p.m. - dinner.

16           2. For overnight travel, the per diem meal and incidental rate may be claimed.  
 17 On the first and last days of travel, meals shall be reimbursed at the rates established for day  
 18 travel, plus incidentals.

19           3. When the expense of a meal is included in a registration fee, air fare or other  
 20 county expense, the per diem meal and incidental rate will be reduced by the fixed  
 21 allowance for the respective meal.

22           B. Nontravel status.

23           1. Meal expenses incurred while the person is not in travel status are not  
 24 normally reimbursable, except that meals may be reimbursed or paid directly by the county  
 25 for official county business purposes as follows:

1                   a. for staff retreats lasting more than four hours in a single day, for either  
2 single or multiple days, not to exceed one retreat per quarter per county division or key  
3 subordinate unit as defined by K.C.C. 2.16.100; or

4                   b. when an integral part of a job-related seminar, conference, convention,  
5 or training occurs during the meal, provided such meals are approved in advance, in writing,  
6 by the presiding elected official or designee; or

7                   c. when a meeting subject to the Open Public Meetings Act, chapter 43.20  
8 RCW, continues through the times listed in K.C.C. 3.24.080A.1; or

9                   d. for events authorized in advance and in writing by a presiding elected  
10 official or designee, provided that this authorization shall not be provided in circumstances  
11 that violate article VIII, section 7 of the state Constitution, which prohibits gifts of public  
12 funds.

13                   2. Reimbursable meals incurred while in nontravel status are limited to the fixed  
14 meal allowance established by the federal travel regulations for each participant.

15                   C. Refreshments. Expenses for refreshments are not normally reimbursable, except  
16 that refreshment expenses may be reimbursed when an employee is not in travel status,  
17 under the conditions provided for in K.C.C. 3.24.080B. Additionally, refreshments may be  
18 provided to employees by the county, at its option. Refreshment expenses, however, are  
19 limited to fifty percent of the fixed lunch meal allowance established by the federal travel  
20 regulations for each participant. Any purchase of refreshments that will cost more than fifty  
21 dollars in total per function must be approved in advance and in writing by the presiding  
22 elected official or designee.

23                   D. Nonreimbursable meal and refreshment costs. Meal and refreshment costs are  
24 neither reimbursable nor may they be paid by the county as a direct expenditure when:

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1. They are included in another county expense, regardless of whether the person partakes in the meal or refreshment; or

2. They are incurred for recreational or social events such as office parties, going away parties, retirement parties, or other personalized social events; or

3. It would violate the provisions of article VIII, section 7 of the state Constitution, which prohibits a gift of public funds.

E. Exceptions to the per diem meal rates. Meal expenses may be incurred at a rate higher than that established by federal regulations when one of the following conditions apply:

1. The presiding elected official or designee approves the cost of the meal because a circumstance related to a particular meal results in exceeding the authorized meal rate. A receipt detailing the expense, accompanied by written justification, shall be submitted with the request to exceed the fixed meal allowance; or

2. The meal expense is incurred on behalf of another agency that reimburses the county for the expense, in which case the expense shall be reimbursed according to the rules specified by the funding agency; or

3. When necessitated by special dietary needs.

F. The department of finance shall distribute federal meal and incidental rates, as published in the Code of Federal Regulations, 41 CFR §301, App. A, as rate changes occur.

SECTION 9. Ordinance 9206, Section 9 and K.C.C. 3.24.090 are hereby amended to read as follows:

**Miscellaneous reimbursable expenses.** A. Miscellaneous expenses related to official county business travel which are considered essential and reimbursable include, but are not limited to:



1 ((A))1. Registration fee of a seminar, conference, convention~~((, banquet, luncheon,~~  
2 ~~seminar))~~ or similarly organized program subject to the limitation in K.C.C. 3.24.080A.3.

3 ((B))2. Rental of ~~((hotel))~~ a room in a hotel or other facility that is used to transact  
4 official business.

5 ((C))3. Parking; ferry and ~~((/))~~ bridge tolls; taxi~~((fare)), subway~~ ~~((fare, airport))~~ and  
6 bus ~~((service))~~ fares; airport shuttle service and rental ~~((car))~~ vehicles.

7 ((D))4. Stenographic, ~~((or))~~ typing or computer-related services.

8 ((E))5. Telephone calls or facsimile (fax) transmissions necessary for the conduct of  
9 official business or to advise of a change in official travel plans.

10 ~~((F. — Laundry, if the trip exceeds one week or with special approval of the~~  
11 ~~respective department director or elected official.))~~

12 ((G))6. Traveler's checks~~((and baggage handling service, when necessary)).~~

13 7. Baggage handling service, when necessitated by physical limitations or when  
14 carrying excessive baggage or equipment required for an official business purpose, may be  
15 claimed beyond the expense limitations provided for in K.C.C. 3.24.080A.

16 B. A miscellaneous nontravel expense related to official county business is  
17 reimbursable if the expense is under one hundred dollars and approved in advance by the  
18 presiding elected official or designee.

19 SECTION 10. Ordinance 9206, Section 10 and K.C.C. 3.24.100 are hereby  
20 amended to read as follows:

21 Non~~((-))~~ reimbursable ~~((personal))~~ expenses. Miscellaneous travel expenses not  
22 directly related to the conduct of official county business are not reimbursable.

23 A. Certain expenses are considered personal and therefore non~~((-))~~ reimbursable  
24 including, but not limited to:

1 ((A))1. Laundry, ~~((and personal telephone calls))~~ except as covered by the incidental  
2 per diem rate provided for in ((Section 3.24.090)) K.C.C. 3.24.080.

3 2. Personal telephone calls, except as provided for in K.C.C. 3.24.090A.5.

4 ((B))3. Entertainment, ~~((television rental,))~~ clothing, personal sundries and services,  
5 transportation to places of entertainment and similar personal items.

6 ((C))4. Room service costs that exceed the fixed rate established for the meal  
7 incurred and valet service, ((unless unusual circumstances are cited to justify business  
8 necessity)) except when necessitated by physical limitations.

9 ((D))5. Personal "trip insurance" and medical or hospital services.

10 ~~((E. — Transportation between the employee's home and official workplace.))~~

11 ((F))6. Alcoholic beverages and tobacco products.

12 ((G))7. Tips and gratuities, except as ~~((related to actual meal costs))~~ provided for in  
13 ~~((Section))~~ K.C.C. 3.24.080((D))A.

14 8. Fines and penalties.

15 9. Dependent care, except as provided through the county employee benefits  
16 program.

17 B. The county shall not provide funding of travel expenses when a source of  
18 reimbursement other than the county is specified in county, state or federal law or policy.  
19 In cases where reimbursement is available from another source, the county may, at the  
20 option of the approving authority, pay the difference between what the county policy would  
21 allow for the total travel activity and the total reimbursed from the other source for  
22 expenses reimbursable under the provisions of this chapter, but shall not selectively  
23 reimburse for only specific items with differing reimbursement rates between the county and  
24 the other source.

1           NEW SECTION. SECTION 11. There is hereby added to K.C.C. 3.24 a new  
2 section to read as follows:

3           **Travel expense advances.** A. Whenever it becomes necessary for an employee to  
4 incur reimbursable expenses for overnight travel, the department of finance may make a  
5 travel expense advance if requested by the employee. The amount of such an advance shall  
6 not exceed the amount of anticipated reimbursable expenses.

7           B. Travel expense advances shall be used only to defray reimbursable expenses  
8 incurred while conducting official county business. Travel expense advances shall not,  
9 under any circumstances, be considered a personal loan to the employee and any  
10 expenditure thereof, other than for official county business purposes, shall be considered a  
11 misappropriation of county funds.

12           C. On or before the tenth day following the close of the authorized travel period,  
13 any employee who received a travel expense advance shall submit a fully itemized travel  
14 expense voucher, as provided for in K.C.C. 3.24.130, accompanied by the unexpended  
15 portion of such advance, if any, to the approving official. The approving official shall have  
16 an additional five calendar days to process and forward the travel voucher and unexpended  
17 funds to the department of finance. The department of finance shall withhold from the  
18 employee's next paycheck any travel expense advance, or any portion thereof, not properly  
19 accounted for or repaid to the department of finance within the fifteen-day period. Such  
20 withholdings shall include interest, from the date of default until paid, at the rate established  
21 by RCW 42.24.150.

22           D. County employees who are delinquent in accounting for or repaying a prior  
23 travel expense advance shall be ineligible for any additional advances until such time as  
24 repayment or acceptable justification for the delinquent advance has been made.

1            SECTION 12. Ordinance 9206, Section 12 and K.C.C. 3.24.120 are hereby  
2 amended to read as follows:

3            **Lobbyist per diem in lieu of reimbursement.** A. Any expense for which a ((King  
4 County officer or)) county employee would otherwise be reimbursed shall be a legal  
5 obligation of and expenditure by the ((King-C))county when incurred in the course of  
6 “lobbying,”((;)) as defined in RCW 42.17.020(18), or in the course of providing requested  
7 information to an official or officials of another government agency.

8            B. Any employee of the county ((ouncil)), when assigned to a session of the  
9 Washington ((S))state ((L))legislature as a full time “lobbyist” as defined in RCW  
10 42.17.020(19), shall be authorized to receive, in lieu of meals and incidentals and lodging  
11 cost reimbursements provided for in this chapter, an allowance for each and every  
12 consecutive day of a session at a rate equivalent to that authorized for members of the  
13 Washington ((S))state ((L))legislature in accordance with RCW 44.04.120.

14            SECTION 13. Ordinance 12077, Section 10 and K.C.C. 3.24.130 are hereby  
15 amended to read as follows:

16            ~~((Procedure for obtaining))~~ **Expense reimbursement.** A. Travel expenses. The  
17 traveler shall submit a fully itemized travel expense voucher to obtain reimbursement for  
18 travel expenses reimbursable under the provisions of this chapter. Travel expense  
19 reimbursement claims shall ~~((be submitted in detailed account citing))~~include the time,  
20 place, business purpose and participants in accordance with procedures established by the  
21 presiding elected official and on forms approved by the department of finance. Any  
22 applicable conference, convention or seminar brochure, airline itinerary, travel  
23 authorization(s) and justifications for exceeding the established limits for travel expenses  
24 shall be attached to the travel expense reimbursement claim.

1           1. For travel to a foreign country, the travel reimbursement claim shall show  
 2           the total cost in the foreign currency, converted to U.S. dollars. The exchange rate shall be  
 3           determined using either the rate published in the Wall Street Journal on the date  
 4           representing the mid-point of travel, or the receipt provided by the bank or hotel making the  
 5           exchange transaction, provided it shows the exchange rate, date and transaction fee.

6           2. For travel to Canada, the department of finance shall ensure that the  
 7           necessary forms and records are submitted to the appropriate Canadian government to  
 8           request the goods and services tax refund. Requests for refunds shall be made upon  
 9           completion of travel claim and voucher review.

10           B. Nontravel expenses. The employee shall submit a fully itemized expense  
 11           voucher to obtain reimbursement for reimbursable nontravel expenses.

12           ((B))C. Receipts prepared and issued by the service provider or copies of endorsed  
 13           checks are required wherever this ((policy))chapter provides for actual cost reimbursement,  
 14           except that receipts are not required for expenses of less than ten dollars.

15           D. Persons responsible for approving expense reimbursement claims shall be the  
 16           respective presiding elected official or designee but shall not be subordinate to the claimant.

17           E. The approving official of expense reimbursements shall ensure that one political  
 18           subdivision does not pay expenses properly attributed to another, in violation of RCW  
 19           43.09.210.

20           NEW SECTION. SECTION 14. There is hereby added to K.C.C. 3.24 a new  
 21           section to read as follows:

22           **Repayment of unauthorized reimbursements.** The department of finance shall  
 23           seek repayment of expenses from the person who was reimbursed whenever an audit or  
 24           subsequent review of travel expense reimbursements finds that such expenses were  
 25           reimbursed contrary to the provisions of this chapter.

1           NEW SECTION. SECTION 15. There is hereby added to K.C.C. 3.24 a new  
2 section to read as follows:

3           **Implementation.** A. Each presiding elected official shall be responsible for  
4 preparing and adopting administrative policies and procedures for submittal, approval and  
5 reimbursement of expense claims. Such policies and procedures shall include examples of  
6 the types of expenses allowed and disallowed, consistent with the provisions of this chapter.  
7 Should a presiding elected official not adopt the necessary policies and procedures within  
8 thirty days of the effective date of this chapter, the policies and procedure adopted by the  
9 executive shall apply until the presiding elected official adopts the necessary policies and  
10 procedures.

11           B. The department of finance shall be responsible for developing and disseminating  
12 the forms required to authorize and reimburse expenses.

13           NEW SECTION. SECTION 16. There is hereby added to K.C.C. 3.24 a new  
14 section to read as follows:

15           **Reporting.** The department of finance shall annually provide to the council a  
16 report, by department, agency or office, listing reimbursements made under the provisions  
17 of this chapter. At a minimum, the report shall include:

18           A. Reimbursement for lodging expenses that exceed the federal lodging limits  
19 provided for in K.C.C. 3.24.070 and the reasons therefore; and

20           B. Reimbursement expenditures made to candidates for employment interview  
21 expenses under K.C.C. 3.24.020; and

22           C. Refreshment expense reimbursements provided for county functions under  
23 K.C.C. 3.24.080.

24           SECTION 17. Ordinance 12138, Section 11 and K.C.C. 4.16.080 are hereby  
25 amended to read as follows:

1 **Rules and regulations for the solicitation and purchase of professional or**  
 2 **technical service contracts.** A. The rules and regulations stipulated in this section shall  
 3 apply only to professional or technical service contracts.

4 B. Consultant contracts for preparation of environmental documents prepared as  
 5 required by the ~~((S))~~state Environmental Policy Act, ~~((RCW))~~ chapter 43.21C RCW, are  
 6 exempt from the requirements of this chapter.

7 C. Contracts for architect and engineering services shall be let in accordance with  
 8 the requirements of ~~((RCW))~~ chapter 39.80 RCW.

9 D. In soliciting and recommending award of a professional or technical services  
 10 contract having a value to the contractor in excess of twenty-five thousand dollars, the  
 11 director shall have the operational responsibility to:

12 1. Develop proposal specifications or a project description in the form of a  
 13 request for proposal in concert with the requesting department or office.

14 2. Develop, with the requesting department or office, the written criteria which  
 15 will be used to determine which written proposal(s) shall be accepted as the basis for  
 16 recommending contract award. Such determination at a minimum shall include:

17 a. ~~((Q))~~quality;

18 b. ~~((K))~~known and documented expertise of the applicant;

19 c. ~~((D))~~documentation, as required, and demonstration of the financial  
 20 capability of the party to perform specified work;

21 d. ~~((S))~~special consideration of the impact of affirmative action, including  
 22 minority and women's business enterprise participation.

23 3. Publicly advertise at least once the purpose, scheduled date, location~~((:))~~ and  
 24 time of a preproposal conference, or the name of a contact person from whom the project  
 25 specifications shall be available. The purposes of prior notification shall be to distribute and

1 discuss the project specifications in the form of a request for proposal to interested parties,  
2 and inform applicants of the stated time frame for submission.

3 4. Recommend to the executive which proposal or proposals should be  
4 awarded a contract(s) as being in the best interests of the county.

5 5. Be responsible to address all necessary comments to other proposers,  
6 interested parties((;)) or the general public regarding the decision by the county to contract  
7 for services from a party to the exclusion of other proposers.

8 6. Include in contracts that provide for reimbursement of contractor travel and  
9 meal expenses a provision that limits such reimbursements to eligible costs based on the  
10 rates and criteria established in K.C.C. chapter 3.24.

11 SECTION 18. Ordinance 12014, Section 56 and K.C.C. 3.20.060 are hereby  
12 amended to read as follows, and the clerk is directed to recodify this section within K.C.C.  
13 chapter 3.24:

14 **((3.20.060)) Reimbursement of moving expenses for certain employees.** A.  
15 Within the executive branch, including the department of judicial administration, ((F))the  
16 director of human resources management may authorize in writing at the written request of  
17 the appointing authority reimbursement for reasonable and necessary moving expenses to  
18 the following categories of county employees:

19 1. Persons whose appointments require council confirmation and who have  
20 been so confirmed.

21 2. Persons appointed by the deputy county executive to exempt positions.

22 3. Persons appointed by the directors of executive departments to exempt  
23 positions.

24 B. Within the legislative branch, the department of assessments, the department of  
25 public safety, the office of the prosecuting attorney, and district and superior courts, the



1 presiding elected official may authorize, in writing, the reasonable and necessary moving  
 2 expenses of employees appointed within their agencies.

3 ~~((B))~~C. Reimbursement shall be authorized provided that prior to the appointment  
 4 the appointing authority agreed to the reimbursement of moving expenses as necessary to  
 5 obtain the services of a particular individual.

6 ~~((C))~~D. Confidential secretaries and other exempt clerical positions shall be  
 7 excluded from the provisions of this section.

8 ~~((D))~~E. Total ((R))reimbursement shall not exceed six thousand dollars and  
 9 reimbursement for specific expenses shall be subject to the limitations provided for  
 10 throughout this chapter. Reimbursement will be authorized within the budgetary constraints  
 11 of the employing department, agency or office.

12 ~~((E))~~F. ~~((Moving expenses means expenses incurred for transportation of family~~  
 13 ~~and common household possessions, including automobiles, lodging and food,))~~ Authorized  
 14 moving expenses shall be reimbursable from departure until such time as possessions arrive  
 15 in the county, unless such expenses have been otherwise reimbursed. Costs incurred in  
 16 travel other than ((that)) those related to direct travel to the place of new residence will be  
 17 considered nonreimbursable.

18 SECTION 19. Ordinance 13218, Section 7 and K.C.C. 2.35.060 are hereby  
 19 amended to read as follows:

20 Travel ((and parking)) expenses. ((Official travel and parking expenses of board  
 21 members who would not otherwise have these expenses covered through their workplace  
 22 will be reimbursed by the county at the rates established for county employees and  
 23 officials.)) Members of the board of health who are not full-time elected officials may be  
 24 reimbursed for mileage and parking expenses between the member's workplace or residence  
 25 and the location of the board of health meeting. Members may also be reimbursed for travel

1 expenses, including lodging, meals and incidentals per diem and transportation, at the rates  
2 established for county employees in K.C.C. 3.24, when traveling on official board of health  
3 business.

4 SECTION 20. Severability. If any provision of this ordinance, or its application to  
5 any person or circumstance is held invalid, the remainder of the ordinance, or the  
6 application of the provision to other persons or circumstances is not affected.

7 SECTION 21. Effective Date. Except for Sections 17 through 20, which shall  
8 become effective as provided for in the county charter, the remainder of this ordinance shall  
9 become effective ninety days after enactment.

10 INTRODUCED AND READ for the first time this 6<sup>th</sup> day of

11 July, 1998.

12 PASSED by a vote of 12 to 0 on this 31<sup>st</sup> day of

13 August, 1998.

14 KING COUNTY COUNCIL  
15 KING COUNTY, WASHINGTON

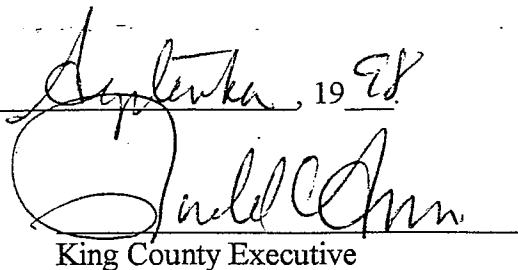


16  
17  Chair

18 ATTEST:

19 [Signature]  
20  
21 Clerk of the Council

22 APPROVED this 11 day of September, 1998

  
King County Executive

23  
24  
25 Attachments: None

26