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RESOLUTION NO. 2991, AS AMENDED

A RESOLUTION of the Port Commission of the Port of Seattle authorizing the advancement of funds for travel and related expenses including promotional hosting, and establishing the rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officials and employees; and repealing Resolution Nos. 2777, 2778, and 2843.

WHEREAS, RCW 42.24.120-160 authorizes municipal corporations to advance travel and related expenses to officials and employees, and

WHEREAS, RCW 53.08.175-176 authorizes a port district to advance travel and related expenses to officials and employees, and requires the port district to adopt by resolution rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by port officials and employees;

NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF SEATTLE that it shall be the policy of the Port of Seattle that all Port officials and employees of the port district shall receive their reasonable and necessary expenses when engaged in official port business within or outside the district and that the Port Auditor shall determine the appropriateness of claims under the guidelines herein provided, and

BE IT FURTHER RESOLVED that, pursuant to RCW 42.24.120-160 and RCW 53.08.175-176, basic rules, regulations and procedures are hereby established to govern the advancement of funds and the reimbursement and payment of travel and other business expenses incurred by Port officials and employees as follows:

SECTION 1. FORMS. Request for advance for travel and related expenses shall be made upon a Travel Authorization and Fund Advance approval form. In filing claims for reimbursement for travel and other business expenses, Port officials and employees shall use an official Port voucher form. Vouchers shall be supported by such receipts, documents or other evidence as may hereinafter be required.

SECTION 2: TRAVEL ADVANCES

1. The Port Auditor is authorized to establish a special fund in the form of a separate bank account, with an institution approved by the Washington Public Deposit Protection Commission, which shall be reimbursed by warrant from time to time as may be required, for the purpose of financing travel and related expenses

(including promotional hosting) to Port officials and employees. Said fund is to have a maximum appropriation of \$40,000.00, and the Port Auditor is authorized to establish the needed appropriation from time to time as he/she deems necessary, provided that in no event shall the appropriation be greater than \$40,000.00.

2. The Port Auditor is authorized to advance funds to Port officials and employees subject to the following terms and conditions:
 - a. Port officials and employees must submit an approved Travel Authorization and Fund Advance Form.
 - b. The total advance that may be made to an official or employee shall be by check and will be determined by the number of actual days of approved travel, taking into consideration the anticipated cost of lodging, subsistence, public transportation, and any required promotional hosting expenditures, during the business trip and at the travel destination.
 - c. No advance may be made to an official or employee who has an outstanding travel advance which has not been accounted for by an approved Claim for Expenses.
 - d. All advances shall be made subject to the condition that each official or employee shall submit to the Accounting Department cashier an itemized Claim for Expenses setting forth the actual expenditures made and a copy of the approved Travel Authorization and Fund Advance form. Submission of this documentation must be made within ten (10) calendar days following the close of the authorized travel period for which the expenses have been advanced. If such expense documents show that advances exceed the amount actually expended by such official or employee then such documents shall be accompanied by said excess amount in repayment of the Port.
 - e. In order to protect the Port of Seattle from any loss, the Port retains the right of lien against any funds, including salary, payable to such official or employee including interest in the amount of ten (10%) percent per annum beginning on the 11th calendar day following the close of

the authorized travel period. The Port shall have the right to withhold from any payroll or other funds due the official or employee an amount equal to any delinquent advance reimbursement and the interest due thereon.

SECTION 3. TRAVEL EXPENSES. Travel expenses shall be defined to include the following items:

1) Transportation via official motor vehicle; private automobiles; public transportation (airline, railroad, busline, or waterborne); taxicab; limousine; rented vehicle; or other appropriate means of transportation.

a) Automobile Reimbursement: When private vehicles are used, the Port official or employee shall be reimbursed at a rate which the Internal Revenue Service recognizes as meeting the requirement for accounting to employers, except as may be modified by paragraph (b) of this subsection.

b) Automobile Allowance: The Senior Director, Finance and Administration, is authorized to provide an allowance, payable at the end of a period in which expenses are incurred, for the use of a private automobile by Port employees who require substantial use of an automobile to perform their assigned duties for the Port. Such allowance shall be in lieu of all mileage payments and/or the use of any Port-owned or leased vehicle. Such allowance shall be established and renewed annually for each employee after completion of the Automobile Allowance form. The allowance percentage will be based upon reasonable mileage records from the previous year and will be fixed at that percentage for one year unless there is a change in circumstances such as job requirements or residence location.

c) Air Class: Authorized Port air travel arrangements for Port officials and employees will be at coach class or equivalent, except the Executive Director or a Port Commissioner may authorize a class change to first class or equivalent under the following conditions:

(1) When a flight is in excess of five hours flying time, or out of the Continental U.S.

(2) When it is essential that the Port official or employee conduct business enroute with a customer who is ticketed first class or equivalent.

(3) When time is of the essence and no coach class or equivalent rate or space is available.

(4) When a special condition exists such as of physical condition, security, or carry-on requirements (packages or equipment), and coach class or equivalent would not accommodate the special condition.

2) Lodging includes hotel, motel or similar accommodations as may be required. A receipt shall be submitted for lodging with any reimbursement voucher.

3) Subsistence includes charges for all meals required when traveling. The cost of a meal may include payment for table service, commonly referred to as a tip, not to exceed 15% of the price of the meal.

4) Miscellaneous and general expenses connected with traveling may include but are not limited to telephone and telegraph services (excluding personal use of these services), baggage and luggage handling charges, laundry and dry cleaning, parking fees, tolls, stenographic, secretarial and other charges permitted by law. Receipts may be required for items in this category.

SECTION 4. OFFICIAL TRAVEL DEFINED. Port officials and employees shall be engaged in official travel on behalf of the port district when travel is:

1) Connected with calling upon customers or potential customers of the port district for the purpose of promoting and selling the services and facilities of the port district.

2) Required for the purpose of meeting with, negotiating or consulting with others for the purpose of carrying out official functions, duties or projects of the port district.

3) Connected with attendance at meetings of organizations in which the Port holds memberships, or to which officials or employees are officially affiliated for purposes of education, research, promotion or joint action.

4) Connected with attendance at regular and special meetings and regular and special informal work sessions of the Port Commission by Port Commissioners from their place of residence or employment (whichever is appropriate) to the place of meeting of the Commission.

SECTION 5. OTHER BUSINESS EXPENSES. When properly authorized the Port officials and employees shall be entitled to their necessary and reasonable business expenses incurred on behalf of the port district. Such business expenses may include, but are not limited to, the cost of attending regular meetings of official groups in which the Port holds memberships or is otherwise affiliated for the purposes of promotion, education, research or joint action. Such expense shall include charges for registration, meals, printed matter, or such other items as may be necessary in order for the official or employee to participate in the proceedings of such properly authorized promotional, educational, research, or joint action group. In order that such business expenses may be allowed, however, it must be shown that the meeting was attended for a legitimate business purpose and the official or employee was an appropriate representative of the Port. When any Commissioner is designated as the official Port District representative in any organization, that Commissioner shall be deemed authorized to attend all regular meetings of the organization, with travel and other business expenses payable by the Port in accordance with the provisions of this Resolution.

SECTION 6. USE OF CREDIT CARDS. Credit cards may be obtained under the Port's applicable purchasing procedure for use in conducting Port business. Credit cards acquired in the name of the Port to be used for the purchase of motor fuel and related items shall be used only for Port-owned vehicles. General purpose credit cards may also be secured and made available for designated employee use. If credit cards are used, no payment shall be made to a credit card company until each employee using the card has certified that all items of expense incurred under the credit card are just, due and unpaid obligations against the Port of Seattle, and the vouchers have been audited and found to be in order.

SECTION 7. Resolutions Nos. 2777, 2778 and 2843, previously passed by the Port Commission and dealing with the same subject matter, are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 11th
day of March, 1986, and duly authenticated in open session by the
signatures of the Commissioners voting in favor thereof and the seal of the
Commission.

Jim Wright
Pat Davis
John B. [unclear]
Port Commissioners

RESOLUTION NO. 2991

A RESOLUTION of the Port Commission of the Port of Seattle authorizing the advancement of funds for travel and related expenses including promotional hosting, and establishing the rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officials and employees; and repealing Resolution Nos. 2777, 2778, and 2843.

WHEREAS, RCW 42.24.120-160 authorizes municipal corporations to advance travel and related expenses to officials and employees, and

WHEREAS, RCW 53.08.175-176 authorizes a port district to advance travel and related expenses to officials and employees, and requires the port district to adopt by resolution established rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by port officials and authority employees;

NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF SEATTLE that it shall be the policy of the Port of Seattle that all Port officials and employees of the port district shall receive their reasonable and necessary expenses when engaged in official port business within or outside the

district, and ^{that the Port Auditor shall determine the appropriateness of claims under the guidelines herein provided and;} that pursuant to RCW 42.24.120-160 and RCW 53.08.175-176, basic

IT BE IT FURTHER RESOLVED THAT rules, regulations and procedures are hereby shall/be established to govern the advancement of funds and the reimbursement and payment of travel and other business expenses incurred by Port officials Commissioners, officers, and employees as follows:

RESOLUTION/NO//2777

A/RESOLUTION//of/the/Port/Commission/of/the/Port/of/Seattle authorizing/the/advancement/of/funds/to/officials/and employees/for/travel/and/related/expenses/including promotional/hosting,/and/repealing/Resolution/Nos/ 2777,/2778,/and/2843/dealing/with/the/same/subject matter/

WHEREAS,/RCW/42/24/120-160/authorizes/municipal/corporations/to advance/travel/and/related/expenses/to/officials/and/employees,/and

WHEREAS,/pursuant/to/this/grant/of/authority/and/rules/and regulations,/the/Port/of/Seattle/Commission/finds/it/advantageous/to/establish the/necessary/procedures/to/permit/such/advance/of/funds,/and

WHEREAS,/RCW/53/08/175/and/176/establish/rules/and/regulations governing/the/reimbursement/and/payment/of/travel/and/other/business/expenses incurred/by/Port/Authority/employees/

NOW,/THEREFORE,/BE/IT/RESOLVED/by/the/Port/of/Seattle/Commission
THAT/

SECTION 1. FORMS. Request for advance for travel and related expenses shall be made upon a Travel Authorization and Fund Advance approval form. In filing claims for reimbursement for travel and other business expenses, Port officials ~~Commissioners, Officers~~ and employees shall use an official Port voucher form ~~approved by the Division of Municipal Corporations in the Office of the State Auditor~~. Such Vouchers shall be supported by such receipts, documents or other evidence as may hereinafter be required.

SECTION 2: TRAVEL ADVANCES

1. The Port Auditor is authorized to establish a special fund in the form of a separate bank account, with an institution approved by the Washington Public Deposit Protection Commission, ~~with Peoples National Bank~~, which shall be reimbursed by warrant from time to time as may be required, for the purpose of financing travel and related expenses (including promotional hosting) to Port officials and employees. Said fund is to have a maximum appropriation of \$40,000.00, and the Port Auditor is authorized to establish the needed appropriation from time to time as he/she deems necessary, provided that in no event shall the appropriation be greater than \$40,000.00.
2. The Port Auditor is authorized to advance funds to Port officials and employees subject to the following terms and conditions:
 - a. Port officials and employees must submit an approved Travel Authorization and Fund Advance Form.
 - b. The total advance that may be made to an official or employee shall be by check and will be determined by the number of actual days of approved travel, taking into consideration the anticipated cost of lodging, subsistence, public transportation, and any ~~if~~ required promotional hosting expenditures, during the business trip and at the travel destination.
~~b/ The minimum advance shall be \$100.00/~~
 - ~~c/~~ c. No advance may be made to an official or employee who has an outstanding travel advance which has not been accounted for by an approved Claim for Expenses ~~Travel Expenditure Voucher~~.

d. d. All advances shall be made subject to the condition that each official or employee shall submit to the Accounting Department cashier an itemized Claim for Expenses ~~TRAVEL EXPENDITURE/VOUCHER~~ setting forth the actual expenditures made and a copy of the approved Travel Authorization and Fund Advance form. Submission of this documentation must be made within ten (10) calendar days following the close of the authorized travel period for which the expenses have been advanced. If such expense documents ~~TRAVEL/EXPENSE VOUCHER~~ show that advances exceed the amount actually expended by such official or employee then such documents ~~VOUCHER~~ shall be accompanied by said excess amount in repayment of the Port.

e/ e. In order to protect the Port of Seattle from any loss, the Port retains the right of lien against any funds, including salary, payable to such official or employee including interest in the amount of ten (10%) percent per annum beginning on the 11th calendar day following the close of the authorized travel period. The Port shall have the right to withhold from any payroll or other funds due the official or employee an amount equal to any delinquent advance reimbursement and the interest due thereon.

A/ Resolution/No/12609/previously/passed/by/the/Port/Commission/and dealing/with/the/same/subject/matter/is/hereby/repealed/

ADOPTED/by/the/Port/Commission/of/the/Port/of/Seattle/this/27th/day of/November/1979/and/duly/authenticated/in/open/session/by/the/signatures/of the/Commissioners/present/and/voting/and/the/seal/of/the/Commission/duly affixed/

RESOLUTION/NO//2778

A/RESOLUTION of/The/Port/Commission/of/The/Port/of/Seattle establishing/the/basic/rules/and/regulations/governing the/reimbursement/and/payment/of/travel/and/other business/expenses/incurred/by/Port/Commissioners, officers/and/employees/as/provided/by/RCW/33/08/173 and/176//and/repealing/Resolution/Nos//2193//2637//and 2740/dealing/with/the/same/subject/matter/

BE/IT/RESOLVED/by/the/Port/Commission/of/The/Port/of/Seattle/THAT/

SECTION/1///POLICY/AND/PURPOSE///The/purpose/of/this/resolution/is/to/ establish/the/basic/rules/and/regulations/governing/the/reimbursement/and/ payment/of/travel/and/other/business/expenses/incurred/by/Port/Commissioners, officers/and/employees///This/resolution/is/adopted/pursuant/to/the/authority of/RCW/33/08/173/and/176///It/shall/be/the/policy/of/the/Port/of/Seattle/THAT all/Port/officials/and/employees/of/the/Port/district/shall/receive/their reasonable/and/necessary/expenses/when/engaged/in/official/Port/business within/or/outside/the/district//and

SECTION 3. TRAVEL EXPENSES. Travel expenses shall be defined to include the following items:

1) Transportation via official motor vehicle; private automobiles; public transportation (airline, railroad, busline, or waterborne); taxicab; limousine; rented vehicle; or other appropriate means of transportation.

a) Automobile Reimbursement: When private vehicles are used, the Port official ~~Commissioner~~/officer, or employee shall be reimbursed at a rate which the Internal Revenue Service recognizes as meeting the requirement for accounting to employers, except as may be modified by paragraph (b) of this subsection.

b) Automobile Allowance: ~~The/Executive/Director~~ The Senior Director, Finance and Administration, is authorized to provide an allowance, payable at the end of a period in which expenses are incurred, for the use of a private automobile by Port employees who require substantial use of an automobile to perform their assigned duties for the Port. Such allowance shall be in lieu of all mileage payments and/or the use of any Port-owned or leased vehicle. Such allowance shall be established and

renewed annually for each employee after completion of the Automobile Allowance form. The allowance percentage will be based upon reasonable mileage records from the previous year and will be fixed at that percentage for one year unless there is a change in circumstances such as job requirements or residence location. *By estimating the percentage of business use of total vehicle use, but in no case shall any employee be paid more than eighty percent (80%) of the sum of the following amounts:*

(1) *The monthly cost of leasing a standard sedan (Chevrolet, Ford, or Plymouth), or in the alternative, the retail cost of such vehicle less estimated trade-in value, amortized over thirty-six (36) months at the prime interest rate plus two percent (2%) // The vehicle lease or cost base may include reasonable equipment, including for example, air conditioning in the midwest, east coast and eastern Washington.*

(2) *Insurance, licensing and annual taxes, repairs, maintenance, oil, tires, batteries, etc., estimated from prior year records paid in equal monthly amounts, but not to exceed one hundred fifty dollars (\$150.00) per month.*

(3) *All fuel purchased during a month for such vehicle when supported by receipts.*

The Executive Director, or his Designee, will from time to time determine which employees require a vehicle for Port business as a regular part of their duties and may approve such allowances as provided for by this Resolution.

(c) *Ordinarily, public transportation tickets shall be purchased directly by the Port under the Port's regular purchasing procedure // If, however, a Commissioner, officer or employee purchases a ticket on his own behalf, a receipt shall be submitted with the voucher seeking reimbursement.*

c) Air Class: Authorized Port air travel arrangements for Port officials Commissioners, officers, and employees will be at coach class or equivalent, except the Executive Director or a Port Commissioner may authorize a class change to first class or equivalent under the following conditions:

(1) // Air travel at first class or equivalent is expressly approved by the Port Commission

(1) When a flight is in excess of five hours flying time, or out of the Continental U.S.

(2) When it is essential that the Port official *Commissioner/officer* or employee conduct business enroute with a customer who is ticketed first class or equivalent.

(3) When time is of the essence and no coach class or equivalent rate or space is available.

(4) When a special condition exists such as *for reasons* of physical condition, security *requirement*, or carry-on requirements (packages or equipment), and coach class or equivalent would not accommodate the special condition.

2) Lodging includes hotel, motel or similar accommodations as may be required. A receipt shall be submitted for lodging with any reimbursement voucher.

3) Subsistence includes charges for all meals required when traveling. The cost of a meal may include payment for table service, commonly referred to as a tip, not to exceed 15% of the price of the meal.

4) Miscellaneous and general expenses connected with traveling may include but are not limited to telephone and telegraph services (excluding personal use of these services), baggage and luggage handling charges, laundry and dry cleaning, parking fees, tolls, stenographic, secretarial and other charges permitted by law. Receipts may be required for items in this category.

SECTION 4. OFFICIAL TRAVEL DEFINED. Port officials

Commissioners/officers, and employees shall be engaged in official travel on behalf of the port district when travel is: *engaged in the following activities:*

1) Connected with calling upon customers or potential customers of the port district for the purpose of promoting and selling the services and facilities of the port district.

2) Required for the purpose of meeting with, negotiating or consulting with others for the purpose of carrying out official functions, duties or projects of the port district.

3) Connected with attendance at meetings of organizations in which the Port ~~district~~ holds memberships, or to which officials or employees ~~they~~ are officially affiliated for purposes of education, research, promotion or joint action.

4) Connected with ~~Travel~~ attendance at regular and special meetings and regular and special informal work sessions of the Port Commission by Port Commissioners from their place of residence or employment (whichever is appropriate) to the place of meeting of the Commission.

SECTION 5. OTHER BUSINESS EXPENSES. When properly authorized the Port officials ~~Commissioners~~/~~officers~~, and employees shall be entitled to their necessary and reasonable business expenses incurred on behalf of the port district. Such business expenses may include, but are not limited to, the cost of attending regular meetings of official groups in which the Port ~~District~~ holds memberships or is otherwise affiliated for the purposes of promotion, education, research or joint action. Such expense shall include charges for registration, meals, printed matter, or such other items as may be necessary in order for the official ~~Commissioner~~/~~officer~~, or employee to participate in the ~~official~~ proceedings of such properly authorized promotional, educational, research, or joint action group. In order that such business expenses may be allowed, however, it must be shown that the meeting was attended for a legitimate business purpose and the official ~~Commissioner~~/~~officer~~, or employee was an appropriate representative of the Port. When any Commissioner is designated as the official Port District representative in any organization, that Commissioner shall be deemed authorized to attend all regular meetings of the organization, with travel and other business expenses payable by the Port in accordance with the provisions of this Resolution.

SECTION 6. USE OF CREDIT CARDS. Credit cards may be obtained under the Port's applicable purchasing procedure for use in conducting Port business. Credit cards acquired in the name of the Port to be used for the purchase of motor fuel and related items shall be used only for Port-owned vehicles. General purpose credit cards may also be secured and made available for designated employee use. If credit cards are used, no payment shall be made to a credit card company until each employee using the card has certified that all items of expense incurred under the credit card are just, due and unpaid obligations against the Port of Seattle, and the vouchers have been audited and found to be in order.

SECTION 7. PER DIEM. The Port Commission may, by motion and Commission approval, authorize the payment of per diem to any Port Commissioner or employee in lieu of reasonable and necessary expenses in accordance with RCW 83.08.176. However, unless such specific authorization is given, they shall be paid as hereinbefore provided for their actual necessary expenses only.

SECTION 7. Resolutions Nos. 2193, 2637, and 2740 2777, 2778 and 2843, previously passed by the Port Commission and dealing with the same subject matter, are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this _____ day of _____, 1979 1986, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

Port Commissioners