

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 for by RCW 53.08.175 and 176, and repealing Resolution Nos. 2195, 2657, and 2740 dealing with the same subject matter.

BE IT RESOLVED by the Port Commission of the Port of Seattle as follows:

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 53.08.175 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.

SECTION 2. FORMS. In filing claims for reimbursement for travel and other business expenses, Port Commissioners, officers and employees shall use an official 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 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) When private vehicles are used, the 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) The Executive Director 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 annually for each such employee 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 auto 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.

d) Authorized Port air travel arrangements for Commissioners, officers, and employees will be at coach class or equivalent, except the Executive Director 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.

(2) When it is essential that the 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 for reasons of physical condition, security requirement, or carry-on requirement (packages or equipment), 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, 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 Commissioners, officers, and employees shall be engaged in official travel on behalf of the port district when engaged in the following activities:

- 1) Travel 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) Travel 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) Travel connected with attendance at meetings of organizations in which the port district holds memberships, or to which they are officially affiliated for purposes of education, research, promotion or joint action.
- 4) Travel for attendance at regular and special meetings of the Port Commission by Port Commissioners from their place of residence or employment to the place of meeting of the Commission.

SECTION 5. OTHER BUSINESS EXPENSES. When properly authorized Port 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 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 Commissioner, officer, or employee was an appropriate representative of the Port.

SECTION 6. USE OF CREDIT CARDS. 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 53.08.176. However, unless such specific authorization is given, they shall be paid as hereinbefore provided for their actual necessary expenses only.

SECTION 8. Resolutions Nos. 2195, 2657, and 2740, 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 27th day of
November, 1979 and duly authenticated in open session by the signa-
tures of the Commissioners voting and the seal of the Commission.

Henry L. Rothman
Wesley D. Bell
Henry T. Simpson
Jack B. ...
Paul H. ...
Port Commissioners