

RESOLUTION NO. 2609

A RESOLUTION of the Port Commission of the Port of Seattle authorizing the advancements of funds to employees, officers and agents for travel and related expenses including Promotional Hosting; and repealing Resolution Nos. 2304 and 2567 dealing with the same subject matter.

WHEREAS, Chapter 74, Laws of 1969 (RCW 42.24.120-160) authorize municipal corporations to advance travel and other expenses to officers, agents and employees, and

WHEREAS, pursuant to this grant of authority, the Port of Seattle finds it advantageous to establish the necessary procedures to permit such advance of funds:

NOW, THEREFORE, BE IT RESOLVED by the Port of Seattle Commission that:

1. The Port Auditor is authorized to establish a special fund in the form of a separate bank account 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 officers, agents and employees. Said fund is to have a maximum appropriation of \$25,000.00, and the Port Auditor is authorized to establish the needed appropriation from time to time as he deems necessary, provided that in no event shall the appropriation be greater than the \$25,000.00.
2. Request for advance of travel and related expenses shall be made upon a Travel Authorization and Expense Advance Approval form.
3. The Port Auditor is authorized to advance funds to Port officers, agents and employees subject to the following terms and conditions:
 - a. Not more than \$75.00 per day may be advanced for lodging, subsistence and miscellaneous or related expenses.
 - b. Advances for transportation may be made only for estimated public air, rail, bus, steamship and rental vehicle expenditures.
 - c. Advances for Promotional Hosting shall be made for specified events only. Advances shall not be made for contingent or speculative promotion.

- d. The total advance that may be made to any single officer, agent or employee for any trip shall not in any event exceed \$2,500.00 without approval of the Port Commission. The minimum advance shall be \$100.00. No advance may be made if there remains outstanding any travel expenditure vouchers covering another trip for which an advance has been made.
- e. All advances shall be made subject to the condition that each officer, agent or employee shall itemize travel expense voucher setting forth the actual expenditures made within ten (10) calendar days following the close of the authorized travel period for which the expenses have been advanced. If such travel expense voucher shows that advances exceed the amount actually expended by such officer, agent or employee then such voucher shall be accompanied by said excess amount in repayment of the Port.
- f. 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 officer, agent 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 Auditor shall withhold the issuance of any payroll warrant for any officer, agent or employee if such person is in default in repayment or accounting for any advance for travel or other expenses as provided in this resolution.

4. Resolution Nos. 2304 and 2567 previously passed by the Port Commission and dealing with the same subject matter are hereby repealed.

5. This resolution shall be effective December 1, 1975.

ADOPTED by the Port Commission of the Port of Seattle this 25th day of November, 1975, and duly authenticated in open session by the

signatures of the Commissioners present and voting and the seal of the
Commission duly affixed.

PORT OF SEATTLE, WASHINGTON

Mark D. Adlin

Carl B. Bell

Henry T. Simonson

Paul J. Friedlander

Henry G. Kottmeier

Port Commission