

RESOLUTION NO. 2195

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 Chapters 101 and 116, Laws of 1965

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 Chapters 101 and 116, Laws of 1965. 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 without the district.

SECTION 2. FORMS In filing claims for reimbursement for travel and other business expenses, 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 steamship); taxicab; limousine; rented vehicle; or other appropriate means of transportation.

a) When private vehicles are used the commission or employee shall be reimbursed at the rate of ten cents per mile traveled.

b) Ordinarily rail, air, bus or steamship tickets shall be purchased directly by the Port under a regular purchase order procedure. If, however, an employee purchases a ticket on his own behalf a receipt shall be submitted with the voucher seeking reimbursement.

- 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. To the extent possible, receipts will be submitted with the voucher.
- 4) Miscellaneous and general expenses connected with traveling may include but are not limited to telephone and telegraph services, baggage and luggage handling charges, parking fees, stenographic, secretarial and other charges permitted by law. Receipts must be attached for any item in this category of five dollars or more.

SECTION 4. OFFICIAL TRAVEL DEFINED Port Commissioners,

officials, 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. Examples of such travel include but is not limited to meetings or conferences on matters related to: (a) navigation, harbor and waterway improvement; (b) planning, engineering or development of port facilities; (c) employee relations; (d) port rates and tariffs; (e) inspection of new facilities or equipment of potential applications; and (f) other similar activities necessary to port construction, maintenance or operation.
- 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 to the place of meeting of the Commission.

SECTION 5. OTHER BUSINESS EXPENSES When properly authorized

Port employees, officers, or Commissioners shall be entitled to their necessary and reasonable business expenses incurred on behalf of the port district. Such business expenses shall include 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 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 employee or Commissioner was an appropriate representative of the Port. Authorized organizations and officials authorized to attend are approved by the Port of Seattle Commission.

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 motor vehicles. General purpose credit cards may also be secured and made available for employee use; PROVIDED, that credit cards issued in the name of the Port shall not bind the Port to payment of sums resulting from the improper use of such credit cards by Port employees or others. If credit cards are used, no payment shall be made to a credit card company until each employee using the card has submitted an official voucher which shall fully set out all items of expense incurred under the credit card, and the vouchers have been audited and found to be in order.

SECTION 7. PER DIEM The Port Commission may by an appropriate note in its minutes authorize the payment of per diem to any Port Commissioner or employee in lieu of reasonable and necessary expenses. However, unless such specific authorization is given, employees shall be paid as hereinbefore provided for their actual necessary expenses only.

ADOPTED by the Port Commission of the Port of Seattle this 29th day of June, 1965, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

(SEAL)

Mark D. Bellum
Robert W. Norman
John W. Hayden

Port Commissioners