

POINT ROBERTS WATER DISTRICT NO. 4

RESOLUTION NO. 614

A Resolution of the Board of Commissioners defining and establishing a Travel Policy for the Commissioners and Employees of the Point Roberts Water District No. 4.

WHEREAS, the Board of Commissioners of Point Roberts Water District No. 4 recognizes that District Commissioners and Employees are occasionally required to travel in connection with officially assigned tasks or to attend training seminars; and

WHEREAS, Commissioners and Employees be reimbursed for all authorized travel expenses incurred in the conduct of District business; and

WHEREAS, the reimbursement for personal expenses and entertainment is strictly prohibited by the District.

NOW, THEREFORE, BE IT RESOLVED THAT all Commissioner and Employee business expenses be documented on a District Expense Report form and submitted for reimbursement within thirty (30) days of completion of travel. Original receipts must be attached for all airline, hotels, car rentals, meals and other authorized expenses as described in the following guidelines:

USE OF PERSONAL VEHICLE:

1. Employee tracks the mileage on a “privately owned vehicle” used for official District business and submits it for reimbursement on a District Expense Report form.
2. The mileage reimbursement rate will be adjusted annually to match that of the United States Internal Revenue Service. The current rate is .55 (cents) per mile.
3. When business related, parking charges are also reimbursable.
4. Costs for repairs or damages to the employee’s personal car while traveling on District business are not reimbursable.

LODGING:

1. Overnight accommodations should be obtained at a reasonably priced hotel within the range of \$65 - \$200 per night.
2. If a hotel within the specified price range is not located within a reasonable distance from the meeting location, the employee must receive prior authorization from immediate supervisor and/or Board of Commissioners to obtain more expensive accommodations.
3. The Water District will not be liable for "no-show" billings in the event a reservation is not cancelled per hotel policy (typically by 6:00 p.m. on day of arrival).

MEALS & ENTERTAINMENT:

1. The total daily meal allowance for overnight travel is \$39.00 per day. The breakdown is as follows: Breakfast: \$7.00; Lunch: \$11.00; Dinner \$21.00.
2. Meal expenses are not reimbursable if they are included in the cost of a hotel, conference or meeting.
3. In some instances, it may be advantageous for one individual to pick up the tab for group meals and/or entertainment. Original receipts indicating the person(s) in attendance must be submitted in order for these expenses to be reimbursed by the Water District.

OTHER REIMBURSABLE EXPENSES:

1. Tips for transportation or meals should be included on their original receipts. All other tips must be clearly identified on expense report.
2. Other expenses not included in this policy may be incurred during business related travel. These expenses may be reimbursed so long as proper documentation and explanation is given and the approval of the employee's direct supervisor is obtained.

ADOPTED by the Board of Commissioners of Point Roberts Water District No. 4, Whatcom county, Washington, at the Meeting on the 13th day of October, 2009.

William H. Meursing – Chairman

Scott Hackleman – Secretary

N. Madeleine Anderson - Commissioner