

## 550 - Travel and Reimbursement Policy

### 1.0 PURPOSE

- 1.1. In accordance with RCW 36.100.110 requiring the establishment of basic travel and expense reimbursement guidelines, this policy ensures that Des Moines Pool Metropolitan Park District (District) officials, Board members and employee travel is consistent with the official objectives of the District. It also ensures fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.
- 1.2. Employees are expected to exercise prudent judgment when incurring travel expenses on official District business. The failure of employees to follow this policy, or incur excessive expenses, may be cause for disciplinary action. Nonbusiness related expenses and/or expenses not made in accordance with this policy would not be approved or reimbursed.
- 1.3. Employees are expected to utilize local training opportunities, where travel is not necessary, as much as possible. The use of local training and other alternatives to travel such as teleconferencing, on-line training, satellite training, and/or train the trainer models are encouraged. The number of employees attending a particular meeting should be the minimum necessary, consistent with the benefit to be derived therefrom.

### 2.0 POLICY

- 2.1. Employees and officials may be reimbursed for normal and reasonable travel and other expenses incurred for a District business-related purpose. Travel costs are defined as expenses for transportation, lodging, meals and related items incurred by employees and Board commissioners who are traveling for District business purpose only.
- 2.2. The District does not reimburse business expenses on a per diem basis. Travel expense and business expense reimbursement is based on actual expenses incurred. Expenses are reimbursed based on a Travel/Reimbursement Report Form filed within 10 days after completion of the trip. Travelers should obtain all receipts or confirmations which support expenses over \$25.00. The District does not reimburse expenses for spouses, guests or other persons not authorized to receive reimbursement under this policy.

### 2.3. Documentation

No claim for reimbursement should be paid unless it is accompanied with a District Travel/Reimbursement Report Form (Attachment A) with attached vendor's receipt for any expense over \$25.00. Should a receipt be lost or not be obtainable, an employee certification signed by the District General Manager (or his or designee) will serve as a substitute for a receipt. Such receipt or certification should show the date, a

## 550- Travel and Reimbursement Policy

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description of the purchase, vendor identification, amount paid, and an explanation for the lack of a receipt should that be the case.

### 2.4. Reimbursable Travel Expenses

The District may reimburse the following business expenses:

#### 2.4.1. Meals.

(a). Meals may be reimbursed by the District when associated with official business. Payment for table service at a restaurant commonly referred to as a tip, not to exceed 15% of the meal price (including sales tax), is reimbursable as a reasonable and necessary cost for such service. The District does not reimburse for meals in lieu of meals included in a conference or registration fee.

(b). All employees and officials claiming reimbursement for meals consumed while on District business but not on overnight travel must have required receipts and use the District Travel/Reimbursement Form.

**2.4.2. Personal Vehicle:** Expenses including ferry tolls should be reimbursed for travel at the current maximum rate allowed by the United States Internal Revenue Service (IRS).

**2.4.3. Air travel:** The District should reimburse the cost of standard airfare (coach) only. The lowest available discount airfare or customary standard airfare (coach or equivalent) must be purchased. Reservations should be made in advance to guarantee the ticket is purchased at the lowest available discount fare. Accommodation savings of the traveler may offset additional cost incurred by purchasing the ticket at a higher price.

**2.4.4. Automobile Rental Expenses:** Automobile rental expenses should be reimbursed to the extent they are reasonable and appropriate. A receipt must support such expenses. Automobile insurance will not be reimbursed for domestic automobile rental, and should be declined. Additional automobile insurance should be purchased when renting an automobile for foreign travel.

**2.4.5. Alcoholic Beverages:** Alcoholic beverages are not allowed as a reimbursable travel expense.

**2.4.6. Incidental Expenses:** Reasonable, incidental charges such as gratuities, parking fees, taxi service, and ferry tolls are reimbursable and need not be supported by a receipt.

**2.4.7. Laundry:** Laundry services and valet services which cannot be deferred until completion of the trip may be claimed as a reimbursable expense.

**2.4.8. Lodging:** Employees are encouraged to seek out reasonably priced accommodations to minimize the cost to the District. Costs associated with upgrades in accommodations should not be reimbursed unless standard accommodations are not available. Itemized receipts for all lodging expense must accompany the District Travel/Reimbursement Report Form.

**2.4.9. Conferences/Training.** The cost of conferences, seminars, training courses, and classes related to employee training, and approved by the Board of Commissioners are reimbursable.

## 3.0 CASH ADVANCES

## 550- Travel and Reimbursement Policy

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The employee or official may request a cash travel advance in hardship circumstances for the estimated expenses to be incurred that are not to be paid directly by the District or by District credit card. To receive a cash advance, the traveler must make the request for the advance 15 days in advance of the date of travel. If a District Travel/Reimbursement Report Form is not filed within ten (10) days of the date the travel is completed, the travel advance should be deducted from the next payroll check.

### 4.0 DISTRICT TRAVEL/REIMBURSEMENT REPORT FORM (ATTACHMENT A)

The District Travel/Reimbursement Report Form should be filled out within ten (10) days from the end of the travel for all overnight and/or non-overnight travel. If expenses include the cost of meals for other persons, the District Travel/Reimbursement Report Form must list names of individuals, the purpose, time, place and amount.

### 5.0 NON-TRAVEL REIMBURSEMENT OF EXPENSES:

5.1. Reimbursable employee non-travel expenses include:

- 5.1.1. Same day travel and meals consumed by the District employees during meetings and other functions, which conduct official District business or serve to benefit the District are reimbursable to the employee.
- 5.1.2. Meetings or functions wherein a District function, public purpose, training or District program is served or furthered and wherein the District General Manager or Board Designee has expressly approved the meeting as such, the District may incur such costs directly or as a reimbursement to employees who have incurred such costs on behalf of the District.
- 5.1.3. All non-travel reimbursements should be made on the District Travel/Reimbursement Report Form.

### 6.0 EMPLOYEE AND GUEST/EMPLOYEE/BOARD MEMBER REFRESHMENTS:

6.1 Coffee, utensils and other light refreshments at meetings involving employees or Board commissioners and guests are authorized District expenditures. Guests are defined as non-compensated volunteers, advisory committee members, consultants and others who are participating in District business but are not District employees.

6.2 In accordance with the memorandum from the Office of the Attorney General dated May 14, 1987 addressing "Eating and Drinking at Public Expense", the following questions will be answered (Attachment E, #) and kept on file for each expense event along with copies of receipts relating to the expense:

- a. Who consumed this food and drink?
- b. What was the nature of the occasion for the consumption?
- c. What public purpose or policy objective was served?
- d. Was the consumption of food and beverages an appropriate way to carry out the legal or policy objective in question?
- e. Was the expenditure of public funds for the food and beverages in question somehow inconsistent with some constitutional or statutory provision or public policy?

## 550- Travel and Reimbursement Policy

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### **7.0 CEREMONIES AND CELEBRATIONS:**

- 7.1. Reasonable expenses, including food and beverage, associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate District expenditures.
- 7.2. Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate District expenditures.
- 7.3. Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires (1) the existence of a recognizable public or municipal purpose that relates to the purpose of the District's existence, (2) proper authorization from the Board of Commissioners for such public sponsorship, and (3) a reasonable relationship between the amount of the District's expenditure and the "public" nature of the event.

**550- Travel and Reimbursement Policy**

**Attachment A**

Des Moines Pool Metropolitan Park District  
 Official Travel/Reimbursement Report

Name:	Dates of Travel:
Telephone:	Approved by:
Travel Purpose:	Trip From: To:

Transportation

Date	Mode of Transportation	Private Car Mileage	Cost of Transportation	Misc. Transportation Costs	Used Total	Total Cash	Total Credit Card
<b>Total</b>							

Lodging/Meals

Date	Lodging/Meals	Cost of Lodging / Meals	Misc. Lodging/Meals Expense	Used Total	Total Cash	Total Credit Card
<b>Total</b>						

**550- Travel and Reimbursement Policy**

Education/Miscellaneous  
Reimbursement

Date	Purpose	Comments/Notes	Used Total	Reimbursement Total
<b>Total</b>				
<b>Deductions</b>				

<b>Grand Total of District Credit Card:</b>		<b>Grand Total Reimbursement:</b>	
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I certify the above is a true statement, that the expenses claimed were incurred by me on official District business on the dates shown, and that I have attached the original receipts of any expense of \$25.00 or more in accordance with District travel policies.

Travelers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach receipts for all listed expenses, sign the form and send to the District General Manager for approval.

