

## CITY OF SEATAC, WASHINGTON TRAVEL POLICIES, REGULATIONS AND PROCEDURES

### ARTICLE I: POLICY

1. **PURPOSE:** The purpose of this policy is to identify and provide guidelines regarding the City's travel policies and to further delineate those valid business expenses for which public officials and employees of the City may qualify for payment or reimbursement.
2. **PERSONS AFFECTED:** This policy applies to employees and appointed and elected public officials of the City of SeaTac.
3. **REFERENCES:** Internal control procedures of Finance, Resolution 94-009, Resolution 99-021, Resolution 03-015, Resolution 05-005, Resolution 08-007 and Chapter 42.24 RCW.
4. **POLICY STATEMENT**
  - A. It shall be the policy of the City of SeaTac to allow the attendance and participation of City officials and employees at meetings and conventions where such participation is determined to be in the best interests of the City of SeaTac. Those employees and public officials who attend such meetings and conventions shall be reimbursed or shall be provided a City credit card for all valid business expenses related to the attendance and participation of such meetings and conventions. Spouses, other family members or guests may attend these functions, but the attendance by such spouse, other family members or guest shall be at the cost and expense of the employee or public official.
  - B. It shall be understood that all subsistence rates, allowances and payments provided to City employees and public officials through the implementation of this policy shall be paid when such employees or public officials are engaged in City business and where the attendance or participation at meetings and conventions has been authorized in advance by the City Manager (for Department Directors and, in addition to Department Director approval, for all other employees where the estimated travel cost will exceed \$350.00), by the Department Director (for City employees), and by the City Council for members of City citizen advisory committees. Travel arrangements for and the application of the Travel Policies, Regulations and Procedures to members of the City Council, and the costs thereof, although not subject to review, approval and/or authorization by the City Manager, shall not exceed budgeted amounts.

The City Council shall be provided a monthly accounting of expended, committed and unexpended balances in the travel related line items of the City Council budget. For the purposes hereof, travel related budget expenditures for the City Council shall refer to and consist of the following budget line items:

- 511.60.43.031 Lodging
- 511.60.43.032 Meals
- 511.60.43.033 Transportation
- 511.60.43.034 Mileage Reimbursements
- 511.60.49.061 Registration

- C. Receipts, proof of payment documentation or certification in the case of lost or non-available receipts are required for all reimbursements. Such documentation shall be provided to the Finance Department on a timely basis.
- D. If an employee/official wishes to have his/her spouse, other family members or guests accompany him/her on any City related travel, the employee/official shall advise the City at the time the advanced travel request is made. The employee/official shall provide payment to the City of any costs for the spouse, family members or guests which would need to be submitted in advance to the sponsors of the convention, seminar or meeting so that no obligation by the City exists to provide such payment and that payments are received in a timely manner by the sponsor.
- E. If an employee/official requests travel arrangements to be made by the City, and payment is forwarded to the sponsor of the requested convention, seminar or meeting, or other travel arrangements are paid for by the City, and that employee/official fails, without good cause to attend the convention, seminar or meeting, the employee/official shall reimburse the City the amount paid by the City. Questions of good cause shall be determined by the City Manager (for Department Directors), by the Department Director (for City employees) and the City Council (for members of City citizen advisory committees).

## **ARTICLE II: GENERAL**

### **1. CONTROL OF TRAVEL**

- A. A positive system for control over travel, reimbursable under these regulations, is established by the City providing for prior authorization or approval by the City Manager (for Department Directors and, in addition to Department Director approval, for all other employees where the estimated travel cost will exceed \$350.00), by the Department Director (for City employees), and by the City Council, for members of City citizen advisory committees. The City Manager shall be informed of any employee travel requiring an overnight stay. Authorization of travel is to be exercised through the use of the current budget, or through other equally effective means. The employee/official shall complete the Travel Pre-Approval Section of the *City of SeaTac Travel/Purchase Authorization and Expense Claim Form* in advance of any City travel that will require reimbursement to the employee/official of any costs incurred during such travel. The City Manager is required to sign where provided in the Travel Pre-Approval Section for Department Director travel and, in addition to Department Director approval, for all other employees where the estimated travel cost will exceed \$350.00. Department Directors are required to sign for all employees in their department.

The employee/official is required to request and retain itemized receipts for all expenses incurred during the period of travel. Itemized receipts from restaurants with a listing of each food and beverage selection are required, as well as itemized receipts from lodging establishments. Any other travel expenses incurred shall be supported by an itemized receipt, clearly indicating the nature of the expenditure. If an itemized receipt is not available from a given establishment, the employee/official shall complete a *No Receipt/No Itemized Receipt Certification* form, stating the cost of the expense and reasons for unavailability of a detailed receipt.

The completed *City of SeaTac Travel/Purchase Authorization and Expense Claim Form* with actual expenses incurred and the corresponding BARS line-item numbers shall be provided to the Finance Department on a timely basis. The back of this form shall be completed and used to provide a daily summary of the reimbursable expenses incurred. All receipts, providing supporting documentation for the total expenses incurred during the period of travel, shall be attached to the form. The City Manager is required to sign where provided in the Actual Expenses Incurred Section for Department Director travel. Department Directors are required to sign for all employees in their department. The City Manager shall be informed of any actual travel expense reimbursement requests that exceed the estimated amount approved for such travel.

The employee/official will be reimbursed by the City in the next regular accounts payable claims cycle. Travel Expense Vouchers are to be audited by the Finance and Systems Director.

- B. If a question arises regarding the method of reimbursement to be allowed an employee/official under these travel regulations, the option to be selected shall be the option that is most advantageous and economical to the City. The method selected is not to be influenced by the personal travel plans of the employee/official.
- C. Employees/officials are to exercise prudent judgement in incurring travel expenses on official City business. Expenses determined to be inappropriate by an employee's supervisor or the Council will not be reimbursed or paid for by the City.
- D. Before approving any travel request involving reimbursement or payment of expenses by the City, where the total distance (one way) is forty-five (45) miles or less, the City Manager (for Department Directors), the Department Director (for City employees) and the City Council (for members of City citizen advisory committees) shall determine, in advance of the travel, whether it is more economical to reimburse the employee/official for subsistence and/or lodging, or require the employee/official to return to SeaTac.
- E. For purposes of these regulations, the following definitions apply:
  - 1. In-State Travel - means travel within the State of Washington.
  - 2. Out-of-State Travel - means travel anywhere outside the boundaries of the State of Washington.
  - 3. City Employees - means all regular, temporary or seasonal employees of the City of SeaTac, whether full-time or part-time, and whether represented by a

bargaining agent or not, including but not limited to the City Manager, department heads, supervisory or management employees.

4. Appointed Officials - means all members of City boards, commissions or committees, who are not employees of the City but who have been appointed to represent the City as a non-paid volunteer on such board, commission or committee.
5. Elected Officials - means members of the City Council holding current office, whether they have been elected to that position, or appointed to fill a vacant position on the City Council.
6. Conventions, Seminars, Meetings - refers to and includes any and all public, municipal and governmental gatherings, for municipal-political, educational and professional purposes, the attendance at which, by City employee(s) and/or public official(s) would be beneficial to and in the best interests of the City of SeaTac.

F. Maximum reimbursement of transportation expenses via commercial carrier is to be no greater than coach class or its equivalent, provided that it shall be the responsibility of the employee/official to request of the transportation vendor a "government rate," if available, unless a lower rate for the same travel service is available. All exceptions are to be approved in advance by the City Manager (for Department Directors), by the Department Director (for City employees), and by the City Council (for members of City citizen advisory committees). If personal travel is combined with City-related business travel, the employee/official shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The City shall only pay the lowest available advance purchase coach class roundtrip airfare between Sea-Tac Airport and the City-related business destination(s). Such payment for personal travel shall accompany the City's payment to the vendor for the air travel ticket.

## 2. **DIRECT PAYMENT TO VENDORS SUPPLYING SUBSISTENCE OR LODGING**

- A. Any employee/official who requests a direct billing to the City shall receive advance approval from the City Manager (for Department Directors), from the Department Director (for City employees) and from the City Council (for members of City citizen advisory committees).
- B. Direct billings to the City from vendors for expenses of individuals in travel status are not to result in a cost to the City in excess of what would be payable by way of reimbursement to the individuals involved.

## **ARTICLE III: MEALS AND LODGING**

1. **BASIS FOR REIMBURSEMENT - GENERAL**

- A. Reimbursement is to be for all authorized travel, subject to the restrictions provided herein, but shall not be made for expenses incurred at or between the City of SeaTac and the employee's/official's home.
- B. Reimbursement for alcoholic beverage expenses is prohibited.
- C. Allowable lodging expenses are intended to include the basic commercial lodging rate or the "government rate", if available, any applicable sales taxes and/or hotel/motel taxes, and any tip or gratuity. It shall be the responsibility of the employee/official to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available.
- D. Maximum meal allowances are intended to include the basic cost of a meal, any applicable sales tax, and any tip or gratuity not to exceed 20% of the total cost of the meal, and any expenses for applicable sales taxes or tips or gratuities shall not be otherwise reimbursed.
- E. Reimbursement for meal expenses shall not be authorized when an employee/official does not incur expenses for specific meals because the meals are furnished as a part of a meeting, seminar or conference.

2. **LODGING, MEALS AND MILEAGE RATES**

The City maintains the following schedules that provide for maximum reimbursement rates for lodging, meals, and mileage for City employees/officials traveling on official City business:

A. LODGING

Lodging shall be approved and paid by the City for travel where the total distance (one way) is forty-five (45) miles or more.

The maximum lodging rates shall be set with regard to geographic areas and the different rates available as follows:

- |    |   |                    |
|----|---|--------------------|
| 1. | General Maximum Lodging Rates   | \$100.00 per night |
| 2. | Larger Metropolitan Areas<br>(Metropolitan Areas of 500,000<br>population or more)    | \$150.00 per night |
| 3. | Largest Metropolitan Areas<br>(Metropolitan Areas of 1,000,000<br>population or more) | \$200.00 per night |

The above maximum lodging rates do not apply where lodging is tied to a specific hotel or motel or lodging accommodation in connection with the seminar, convention or meeting being attended. If special or unusual circumstances or other limitations exist in connection

with the lodging for a seminar, convention or meeting, higher lodging rates may be approved in advance by the City Manager (for Department Directors), by the Department Director (for City employees) and by the City Council (for members of City citizen advisory committees).

**B. MAXIMUM MEAL ALLOWANCES**

The meal costs for employees and officials of the City in connection with their city related travel shall be reimbursed, upon providing the City with a receipt for the meal(s), at the maximum daily total amount set forth below:

MAXIMUM DAILY TOTAL....\$ 64.00

The above daily amount applies to travel that extends beyond one day in duration (i.e. overnight lodging is included). Single meal rates for meetings and seminars, where the meal is not provided as a part of the meeting or seminar cost, shall be reimbursed at the single meal maximum schedule as follows: Breakfast (\$14.00), Lunch (\$20.00) and Dinner (\$30.00). It is provided, however, that if meal costs exceed the above maximum amounts, a receipt and a satisfactory explanation shall be provided to the City for each meal in excess of such amounts. If no receipt is available for a meal for which an employee/official seeks reimbursement or for which the employee/official must otherwise provide an accounting, the employee/official shall provide a statement as to the cost of the meal and reasons for unavailability of a receipt. In any such case where a receipt is not provided, the maximum amount that the employee/official may be reimbursed would be the amount of the maximum single meal allowance set forth above. Questions, concerns or reviews and decisions on challenged or questionable reimbursement amounts shall be by the City Manager (for Department Directors), by the Department Director (for City employees) and by the City Council (for members of City citizen advisory committees).

For an employee/official to be eligible for meal allowances the employee/official must be in travel status during the normal meal period(s). To receive reimbursement for breakfast, the employee/official must be in travel status before 7:00 A.M., and for lunch before 12:00 Noon and/or return after 1:00 P.M., except where a luncheon meeting is held. For dinner, the employee/official must be in travel status until after 6:00 P.M.

Meal allowances shall not be reimbursed when meals are furnished to the employee/official as a part of the meeting, seminar or convention being attended. If some but not all of the meals are provided as part of the meeting, convention or seminar, the meal allowance reimbursement available to the employee/official shall be only available for the specific meals not included.

**C. PRIVATE VEHICLE MILEAGE REIMBURSEMENT**

The mileage reimbursement rate available for employees/officials using their own vehicles while on City related travel shall be the mileage reimbursement rate used by the Internal Revenue Service in effect at the time of the travel, or the cost of a reasonably attained, advance purchase coach class roundtrip airfare to the destination of the City-related travel, whichever is less.

## **ARTICLE IV: OTHER TRAVEL EXPENSES**

### **1. REIMBURSABLE TRANSPORTATION EXPENSES**

Reimbursable transportation expenses include all necessary official travel on airlines, buses, private motor vehicles, and other usual means of conveyance. Transportation cost between home and the site of the convention, seminar or meeting is a personal obligation of the City employee/official, and is not reimbursable by the City unless approved in advance by the City Manager (for Department Directors), by the Department Director (for employees) and by the City Council (for members of City citizen advisory committees).

### **2. MULTIPLE ATTENDEES**

Reimbursement is to be payable to only the city employee/official providing the vehicle used for the trip when two or more employees/officials are traveling in the same motor vehicle on the same trip.

### **3. MISCELLANEOUS TRAVEL EXPENSES**

A. Miscellaneous travel expenses essential to the transaction of official City business are reimbursable to the employee/official. Reimbursable expenses include, but are not limited to:

- (a) Taxi fares, motor vehicle rentals, parking fees, and ferry and bridge tolls. Under most circumstances, adequate ground transportation and shuttle services are available. These modes of transportation should be considered before renting a vehicle. For one person, a rental car is a very expensive mode of travel. As the number of persons sharing the ride increases, the more economical a rental car becomes. If there are no acceptable alternatives, motor vehicle rentals are reimbursable expenses with prior authorization of the City Manager. Rental vehicles shall be used for official City business only, and only employees and officials covered by the City's insurance shall be authorized to drive any rented vehicle. Liability coverage through the City's insurance carrier is in effect when persons operate rental vehicles in the course of City business. The City's insurance policy also provides property coverage on a rental vehicle while the vehicle is in the employee/official's "care and custody". It is not necessary to purchase collision damage waiver insurance offered by rental car agencies. The City will not be responsible for the loss of personal items taken from a rental vehicle. Vehicle rentals for City business should be charged on a City credit card whenever possible, but the City's insurance coverage will extend to rentals secured with an employee/official's personal credit card.
- (b) Registration fees required in connection with attendance at approved meetings, seminars or conventions.
- (c) Telephone charges that are for City business. The number, person called and purpose of call should be noted on the lodging receipt.

- (d) Tips and gratuities for other City-related business travel expenses such as taxi and airport shuttle drivers and airport luggage skycaps, not to exceed what is customary and reasonable for those services.
- B. Certain travel expenses are considered as personal and not essential to the transaction of official City business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:
- 1. Valet services, entertainment expenses, radio or television rental, and other items of a similar nature. Valet services are defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc.
  - 2. Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other similar facilities.
  - 3. Costs of personal trip insurance and medical and hospital services.
  - 4. Personal telephone calls of an employee/official, except to the home of the employee/official where a brief call is made to advise members of the family of the employee/official of a change in travel plans, and except for not more than one brief call each day during City-travel related absence, where the absence is for a period of at least two full days, to the employee's/official's home to check on the employee's/official's family.
  - 5. Personal expenses, such as personal entertainment, vehicle rentals for other than City related activities, barbers, hairdressers, etc.
  - 6. Any tips or gratuities associated with personal expenses.

## **ARTICLE V: CITY CREDIT CARD USE**

### **1. PURPOSE OF CITY CREDIT CARDS FOR TRAVEL EXPENSES**

The purpose of City credit cards for travel expenses is to provide an employee/official an alternative method to pay for allowable expenses incurred while traveling on City business other than reimbursement to the employee/official after the travel is completed.

Elected officials of the City are provided individual credit cards issued in their name. Whenever it becomes necessary for an employee or appointed official of the City to travel and incur reimbursable expenses, the City shall provide a credit card for all expenses incurred as a result of that travel. The regulations for reimbursement of transportation expenses listed in Article II of this travel policy apply to expenses incurred with a City credit card. The regulations for reimbursement of meal and lodging expenses listed in Article III of this travel policy apply to expenses incurred with a City credit card. Also, the regulations for employee/official reimbursement for other travel expenses listed in Article IV of this travel policy apply to expenses incurred with a City credit card.

## 2. CREDIT CARD USE PROCEDURES

- A. The employee/appointed official shall present the *City of SeaTac Travel/Purchase Authorization and City Credit Card Form* with the Travel/Purchase Pre-Approval Section completed to the Accounting Supervisor (or designee) in the Finance Department to obtain a credit card. The City Manager is required to sign where provided in the Travel/Purchase Pre-Approval Section for Department Director travel and, in addition to Department Director approval, for all other employees where the estimated travel cost will exceed \$350.00. Department Directors are required to sign for all employees in their department. The City Manager shall be informed of any employee travel requiring an overnight stay.
- B. The employee/appointed official shall initial the City Credit Card logbook, acknowledging taking possession of the credit card. The employee/official is responsible for taking appropriate safety measures with the credit card while in his/her possession.
- C. A credit card number may be obtained from the Finance Department to purchase airline tickets and make lodging reservations over the telephone. A *City of SeaTac Travel/Purchase Authorization and City Credit Card Form* shall be completed and the required approval and signature obtained prior to the purchase of tickets or securing lodging reservations. If the tickets are purchased and/or the lodging is charged to the credit card by the hotel/motel a month or more in advance of the actual commencement of travel, the employee/official should complete the form and attach the receipts to it in order to expedite payment to the credit card company. A second form should then be initiated and used for the expenses incurred during the actual period of travel, as these expenses will most likely be charged during a later billing period. Under no circumstances should a credit card number previously obtained from the Finance Department be used again without its use being recorded in the City Credit Card logbook in accordance with Section B above.
- D. The employee/official is required to request and retain itemized receipts for all expenses incurred using the City credit card during the period of travel. Itemized receipts from restaurants with a listing of each food and beverage selection are required, as well as itemized receipts from lodging establishments. Any other travel expenses incurred and charged to the City credit card shall be supported by an itemized receipt, clearly indicating the nature of the expenditure. If an itemized receipt is not available from a given establishment, the employee/official shall complete a *No-Receipt/No Itemized Receipt Certification* form, stating the cost of the expense and reasons for unavailability of a detailed receipt. The customer copy of the credit card transaction receipt shall be retained in addition to the itemized receipts noted above.
- E. The credit card and the completed *City of SeaTac Travel/Purchase Authorization and Credit Card Form* with actual expenses incurred and the corresponding BARS line-item numbers shall be provided to the Finance Department within 5 working days of the expenditure or within 5 working days of the return of the employee or public official from the City travel, whichever occurs later. The back of this form shall be

completed and used to provide a daily summary of the credit card use. All receipts, providing supporting documentation for the total expenses incurred during the period of travel, shall be attached to the form. The City Manager is required to sign where provided in the Actual Expenses Incurred Section for Department Director travel. Department Directors are required to sign for all employees in their department. The City Manager shall be informed of any actual travel expenses incurred that substantially exceeded the estimated amount approved for such travel.

- F. The use of a City credit card to charge non-city business related expenditures is strictly prohibited.
  
- G. If the City credit card is lost or stolen while in the possession of the employee/official, he/she shall immediately notify the credit card company and file a lost/stolen credit card report. The phone number of the credit card company, the account number of the issued credit card and the City's tax identification number will be provided to the employee/official on a small information card to be kept separate from the credit card. In addition, the employee/official shall notify the City's Finance Department of the lost/stolen credit card, and confirm that the credit card company has been notified.