

Chapter 2: OFFICIAL BUSINESS EXPENSES.

2.02.010 Payment for Non-Travel Business Expenses.

- A. Non-Travel Expenses. The District will pay necessary and reasonable non-travel business expenses incurred by District commissioners and employees while conducting official business on behalf of the District. Non-travel expense include the per diem allowance for meals (excluding alcohol), and the actual cost of parking and other reasonable incidentals, plus, if personal vehicles are utilized, mileage at the prevailing Internal Revenue Service rate for actual miles traveled on official business.
- A. Alternatives for Payment. The commissioners and employees may either utilize the District charge cards for these non-travel business expenses and reconcile the expense in accordance with the procedure in Section 2.02.060, or pay the expenses personally and then seek reimbursement in accordance with Section 2.02.070. (Res. 2018.03.06)

2.02.020 Business Expenses – Employee Information and Recognition Program.

- A. The District will host an annual Employee Information and Recognition Program to which all employees and commissioners will be invited. Spouses and guests of the employees may attend at their own expense.
- B. The purpose of the annual Employee Information and Recognition Program is to:
- Present a “State of the District” report to all employees and commissioners summarizing the events of the past year and their effect on the District.
 - Acknowledgement of extraordinary efforts, cost-saving solutions, initiative, acceptance of additional work responsibilities, and other meritorious performance or actions of non-management employees. (Res. 2020.11.35)

2.02.030 Payment for Travel.

Payment for travel by commissioners or employees while conducting official business shall be pursuant to the following policies.

- A. Air Travel. Arrangements for air travel shall be made in advance after receiving pricing quotes. Travel shall be by common carrier in the coach or similar class. Air travel shall be billed to the District credit card or directly to the District, if at all possible. Checked baggage fees will be reimbursed upon submission of the airline’s checked baggage receipt.
- B. Personal Vehicles. Personal vehicles may be utilized upon advance authorization. Reimbursement shall be made at the prevailing Internal Revenue Service reimbursement rate for actual miles traveled on official business. No reimbursement shall be allowed for mileage from home to a normal work location (Res. 2020.11.35).

- C. Other Travel Expenses. Other necessary and reasonable travel expenses to and from the place of official business, such as airport shuttle transportation and airport parking, shall be billed to the District charge card, if at all possible.
- D. Rental Vehicles. Use of rental vehicles is discouraged, and they may only be used if approved in advance by the District Manager. Payment shall be billed to the District charge card, if at all possible (Res. 2020.11.35).

2.02.040 Payment for Registration, Lodging, Internet Access and Telephone.

Payment for registration, lodging and telephone for commissioners or employees while conducting official business shall be in accordance with the following policies.

- A. Registration, Lodging and Internet access. Arrangements for registration and lodging: shall be made in advance or as required by the conference. Lodging shall be at the conference/meeting hotel, or equivalent, and shall be paid at the single room rate. Internet access may be an additional charge at the conference/meeting hotel or equivalent. Registration, lodging and internet access shall be billed to the District credit card or directly to the District, if at all possible (Res. 2020.11.35).
- B. Telephone Calls. District employees who receive the District's cell phone allowance as described in Section 4.11 of the North City Water District Personnel Manual, and all members of the management team, shall use their personal cell phones for all telephone calls. The District will pay for all District-related telephone calls made by a commissioner, which presumably should be charged to the hotel room bill. All personal phone calls made by a commissioner are the responsibility of the commissioner, and shall be paid for, if at all possible, with an individual credit card or phone card. The District will pay for one personal phone call times the number of days while on official business for commissioners.
- C. Travel More Than 50 Miles. When official business occurring more than 50 miles from the District office begins early in the day or concludes late in the day, the commissioner or employee is authorized lodging before and/or after the official business.
- D. Travel Less Than 50 Miles. When official business occurring less than 50 miles from the District office begins early in the day or concludes late in the day, the commissioner or employee may be authorized lodging for one day before and/or one day after the official business by approval of the Board of Commissioners. (Res. 2018.03.06)

2.02.050 Payment for Meals and Incidentals While Traveling.

Payment for meals and other incidentals for commissioners or employees while traveling on official business shall be in accordance with the follow policies.

- A. Per Diem. Commissioners or employees will be allowed a daily “per diem” amount different for instate and out of state travel, times the number of days of official business

for payment for all meals and incidentals including tips. Additional reimbursable expenses include baggage handling other than by airline personnel, busses, taxis, internet access, etc. which will require receipts for reimbursement. The District may, at its option, pay the per diem to the commissioner or employee as an advance prior to the inception of the official business or as a reimbursement after the official business is concluded. The commissioner or employee shall pay for the meals and incidentals by cash, personal check, or personal credit card; they are not to be charged to the District charge card. The commissioner or employee is not required to submit an accounting of the use of the per diem payments (Res. 2020.11.35).

- B. Partial Per Diem. When commissioners or employees are on official business less than a full day, per diem will be paid for the meal or meals that correspond with the employees' actual travel times. When a meal is included as part of a conference registration or otherwise paid for by the District, the amount of per diem for the meals provided will be subtracted for the daily per diem total (Res. 2020.11.35).
- C. Amount of Per Diem. The Instate per diem rate shall be identified in accordance to the US General Services Administration. Out of state per diem rates will be as established by the Board of Commissioners in advance of the travel event (Res. 2020.11.35).
- D. Travel More Than 50 Miles. When official business occurring more than 50 miles from the District office begins early in the day or concludes late in the day, the commissioner or employee is authorized per diem, either daily or partial depending on the circumstances, before and/or after the official business. (Res. 2019.11.37)

2.02.060 District Charge Cards.

- A. Use of Charge Cards. The District Manager or designee shall be authorized to obtain charge cards on an as needed basis for use by the District. Commissioners and employees other than the Finance Manager may utilize charge cards obtained by the District to pay for non-travel business expenses as provided for in Section 2.02.010 and travel business expenses as provided for in Sections 2.02.030 and 2.02.040. (Res 2018.03.06)
- B. Preapproval for use of a charge card shall be obtained by submittal of a purchase order to the District Manager or designee. Where a purchase is not made by purchase order, preapproval shall be obtained by either written or oral form. A receipt must be provided back to the District within ten working days after use of a charge card for an approved purchase. The District shall maintain a system for tracking all expenses charged on District charge cards and shall ensure monthly payment of charge card charges.
- C. Reconciliation of Charges. Within ten days of the receipt of the District of a bill from the charge card company, the commissioner or employee must complete and submit a claim form, as may be adopted from time to time by the District. Documentation of the charges and explanation of the public purpose will be submitted with the claim. Any charges not properly identified on the claim for expenses, or not allowed following the

audit required under RCW 42.24.080, shall be paid by the commissioner or employee by check, United States currency, or salary deduction.

- D. Lien on Money Due. In the event the commissioner or employee fails to pay the disallowed charges as identified in subsection B of this section, the District shall have a lien against, and a right to withhold, all funds payable or to become payable to the commissioner or employee up to an amount of the disallowed charges. The District shall charge interest to the commissioner or employee on the disallowed charges at the same rate charged by the charge card company which issued the card. Any commissioner or employee who has been issued a charge card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the District.
- E. Any charges not properly identified with a receipt, or any charges not approved or not properly allowed by the District, shall be paid by the responsible commissioner or employee by check, U.S. currency, or salary deduction (Res. 2020.11.35).
- F. Charge cards shall not be for personal use or the purchase of personal items, whether or not repaid to the District at a later date.
- G. Cash advances on charge cards are prohibited.
- H. Revoking Use. The District shall have unlimited authority to revoke use of any charge card issued under this section. (Res. 2020.11.35)

2.02.070 Reimbursement Claims Process.

- A. Personal Payments. If a commissioner or employee uses a personal credit card, check or cash in accordance with the procedures of this chapter, then reimbursement may be sought in accordance with this section.
- B. Reimbursement Process. All claims for reimbursement shall be submitted on a claim form, as may be adopted from time to time by the District. All claims for reimbursement must be submitted within forty-five days of incurring the expense, and accompanied by documentation of the expense and explanation of the public purpose (Res. 2020.11.35).