

**MIDWAY SEWER DISTRICT  
RESOLUTION NO. 2009-12**

**RESOLUTION AMENDING DISTRICT EMPLOYEE HANDBOOK**

**Background:** The Board of Commissioners believes it is necessary to update and clarify Section 310 of the District's Employee Handbook relating to Travel, Lodging and Meals.

The Board previously authorized and Advance Travel Expense fund pursuant to RCW 42.24.120 through .160.

The Board believes it is appropriate to adopt a policy regarding maintenance and use of the Advance Travel Expense Fund

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following action:

Section 310 of the District's Employee Handbook shall be amended in accordance with the attached **Exhibit A.**

A new Section 313 "Advance Travel Fund" shall be adopted in accordance with the attached Exhibit B.

The Employee Handbook changes shall become effective immediately.

**Adoption:** ADOPTED at a regular meeting of the Board of Commissioners of Midway Sewer District on October 14, 2009, the following Commissioners being present and voting:

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

## EXHIBIT A

**Effective Date:** 06-01-94  
**Revision Date:** October 14, 2009

### **Sec. 310 TRAVEL, LODGING & MEALS**

The District shall pay the following expenses for all commissioners, officers and regular full-time, regular part-time, and exempt employees while on District business:

- a. The cost of lodging, to be paid in full, based on the cost of a standard room at the base hotel of the event. Any upgrade to the room or change in the place of lodging that results in a greater cost for lodging, will require the Commissioner or employee to pay the difference in the rates back to the District;
- b. Air transportation, to be paid at coach fare rate;
- c. Incidental taxi and bus fare, together with car rental expenses, if necessary, to be paid in full;
- d. Whenever a private automobile is used in Washington, Oregon or Idaho, the commissioner, officer, or employee shall be paid at the maximum mileage rate then currently allowed by the Internal Revenue Service. Mileage shall be calculated using mileage as indicated using mapquest or similar mapping and direction software beginning at the place of business (office address for office workers and plant address for plant workers, or in the case of Commissioners, their home address, to the address of the conference, class, seminar, meeting, or whatever they may be attending. Outside of Washington, Oregon or Idaho reimbursement shall not exceed the cost of air transportation at coach fare rate.
- e. Whenever a form of transportation is used other than air transportation or private automobile, reimbursement shall not exceed the average cost of air transportation at coach fare rate plus the cost of one nights lodging each way (two nights round trip).
- f. Each commissioner, officer and employee of the District while on District business (including any day of return travel from an overnight stay required for District business) shall be allowed the standard meal and incidental expense (M&IE) allowance permitted by the Internal Revenue Service for the place of lodging, when away from home overnight. Refer to the most current IRS Publication 1542 for the locality closest to the travel destination location to determine the M&IE
- g. Whenever any commissioner, officer or employee of the District is away on District business which extends into or through a normal lunch or dinner period, the District is authorized to pay for or reimburse the Commissioner, officer or employee for the cost of the meal up to a maximum of 50% of the M&IE per day.
- h. Whenever any employee of the District is called upon in any emergency to work two or more hours past the employee's normal shift, or is called out in any emergency to work two or more hours, the District is authorized to pay for or reimburse the employee for the cost of a meal up to a maximum of 50% of the M&IE.
- i. Commissioners and employees are to provide all receipts related to travel, lodging and

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meals to the Manager. (Res. 2006-10), (Res. 2007-14)

## **EXHIBIT B**

**Effective Date:       October 14, 2009**

**Revision Date:**

### **Sec. 313 ADVANCE TRAVEL FUND**

1. The fund shall be maintained in a checking account at Key Bank in the name of Midway Sewer District Advance Travel Fund "Fund."
2. The fund shall be maintained with the sum of \$6,000.00.
3. The District Office Manager and the District General Manager are designated as the custodians of the Fund. The designated custodians or the duly appointed successors shall perform the duties set forth in this resolution.
4. The custodians shall deposit all moneys received for such Fund in the Fund checking account. Such money shall consist of replenishment funds from warrants issued pursuant to vouchers authorized by the Board of Commissioners and refunds of unexpended advances received from officers and employees.
5. Disbursements from the Fund shall be made by check signed by either custodian. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.
6. All requests for advances for travel expenses by officers and employees shall be timely made to a custodian on written application in the form designated by the custodians. Requested advancements shall be reasonable estimates of the applicant's travel expense requirements and shall be made for District purposes only to defray necessary costs incurred in performing official duties.
7. On or before the tenth day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, the recipient shall submit to a custodian a fully itemized travel expense voucher, for all reimbursable items legally expended, accompanied by the unexpended portion of such advance, if any. In the event any advance, or portion thereof, is not repaid or accounted for in the time and manner specified, it shall bear interest at the rate of ten percent per annum from the date of default until paid.
8. To protect the District against any losses from advancements, the District shall have a prior lien against and a right to withhold any and all funds payable to or to become payable by the District to such officer or employee to whom such advance has been given, up to the amount of such advance and interest at the rate of ten per cent per annum until such time as repayment or justification has been made. No advance may be made to any officer or employee at any time when the individual is delinquent in accounting for or repaying a prior advance.
9. Disbursements from the Advance Travel Expense Fund shall be guided by Section 310 of the District Employee Handbook.