

ORDINANCE NO. 352

CITY OF LACEY

AN ORDINANCE REGARDING PER DIEM ALLOWANCES AND TRAVEL EXPENSE CLAIMS FOR OFFICIALS AND EMPLOYEES OF THE CITY OF LACEY ENGAGED IN OFFICIAL TRAVEL AND AMENDING SECTIONS 2.58.080, 2.58.100, AND 2.58.110 OF THE LACEY MUNICIPAL CODE.

THE CITY COUNCIL OF THE CITY OF LACEY DOES ORDAIN AS FOLLOWS:

Section 1. Section 2.58.080 of the Lacey Municipal Code is hereby amended to read as follows:

"2.58.080 Exceptions to full per diem allowances:

If the registration or tuition fee, or any other fee paid by the City in connection with attendance at any meeting, seminar, course of instruction or other official gathering includes lodging, or when lodging expenses are not incurred, but the fee does not include meals, the per diem rate will be ~~\$10.00~~ \$12.50 per day, for each day the registrant remains at the destination. If meals are included in the registration fee but lodging is not included, lodging shall be reimbursed at the actual cost of the lowest available single accommodations provided by the meeting attended. If meals are included in the fee, in addition to lodging, there shall be no per diem allowed for the days the registrant remains at the destination. In either case, the per diem rate for time spent in traveling to and from said destination shall be allowed in accordance with Section 2.58.030.

Exceptions not properly addressed by this section shall be allowed as administrative decisions of the Department

Head and ~~Chief-Executive-Officer~~ City Manager provided there is no conflict with other sections of this ordinance or payment in excess of the rates set forth in this ordinance."

Section 2. Section 2.58.100 of the Lacey Municipal Code is hereby amended to read as follows:

"2.58.100 Claims: Within ~~ten-(10)~~ forty-five (45) days after completion of authorized travel, or within ten (10) calendar days if an advance travel payment has been made, the traveler will submit a claim to the City Clerk/Treasurer for expenses and allowances as specified herein, in the form prescribed by the Clerk in accordance with RCW 42.24.090. The form will include purpose of travel, date and time of departure, date and time of return, ~~map-miles~~ actual miles traveled by the shortest practical route to and from destination, itemized listing of miscellaneous expenses as defined herein, amount of travel advance (if any) and any other information required by the Clerk. Receipts for lodging, registration fees, toll and ferry charges, and other special fees shall be attached. Receipts for meals are not required. Any days leave taken either during or in conjunction with the travel shall be clearly identified so that per diem is not computed nor allowed for leave time. Expense claims require the signature of the employee, the department head and the ~~chief-executive-officer-~~ City Manager or his delegate, all of whom certify to the validity of the claim."

Section 3. Section 2.58.110 of the Lacey Municipal Code is hereby amended to read as follows:

"2.58.110 Travel advances: An advance travel payment, not to exceed two-thirds of the anticipated cost of travel, may be made pursuant to the requirements of RCW 42.24.120 RCW 42.24.160 if the traveler submits a request for such an advance. ~~The amount of such advance will be deducted from the final settlement of travel reimbursement.~~ The request will be in the format and will include all information required by the Clerk/Treasurer to comply with regulations prescribed by the State auditor. Travel advances shall be paid from the Advance Travel Expense Revolving Fund established by Section 3.10.010.

On or before the 10th day following the close of the authorized travel period for which expenses have been advanced, the officer or employee shall submit in accordance with Section 2.58.100 a travel expense voucher, accompanied by the unexpended portion of such advance, if any. The city shall have a prior lien against and a right to withhold any and all funds payable or to become payable by the city 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 10% per annum, after said advance or the balance thereof is due, until such time as repayment or justification has been made. No additional travel advance of any kind shall be made to any officer or employee, at any time when he is

delinquent in accounting for or repaying a prior advance.

A travel advance made pursuant to this section shall be considered as having been made to such officer or employee to be expended by him as an agent of the city for the city's purposes only, and specifically to defray necessary costs while performing his official duties. No such advance shall be considered as a personal loan to such officer or employee and any expenditure thereof, other than for official business purposes, shall be considered a misappropriation of public funds."

PASSED BY THE CITY COUNCIL THIS 22nd DAY OF August, 1974.

ATTEST: MAYOR

W. H. [Signature]
CITY CLERK

APPROVED AS TO FORM:

[Signature]
CITY ATTORNEY

PASSED: 8-22-74

PUBLISHED: 8-28-74