

ORDINANCE 649

CITY OF LACEY

AN ORDINANCE RELATING TO TRAVEL ALLOWANCES AND AMENDING PORTIONS AND REPEALING PORTIONS OF CHAPTER 2.58 OF THE LACEY MUNICIPAL CODE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

Section 1. Section 2.58.010 of the Lacey Municipal Code is hereby amended to read as follows:

"~~(a)~~ A. 'Travel' means movement by personal or public transportation to any meeting, seminar, course of instruction, conference or other official gathering ~~outside-the-city-limits~~ when such movement is in furtherance of city business or training which will enhance the professionalism of city employees or officials.

"~~(b)~~ ~~---'Per-diem' means a monetary living allowance payable to city officials and employees engaged in travel as defined in subsection (a) when such travel is to a point or destination wherein meals and/or lodging away from the traveler's abode, domicile or residence is necessary.~~

"~~(c)~~ B. 'Mileage allowance' means a specific monetary allowance per mile for mileage incurred in use of a privately-owned vehicle engaged in travel as defined in subsection ~~(a)~~ A.

"~~(d)~~ ~~---'Commuting distance' means a one-way road mileage of sixty miles or less from the city.~~

"~~(e)~~ ~~---'Miscellaneous reimbursable expenses' means bridge and ferry tolls, registration fees, parking or any other special expense incurred incidental to travel as defined in subsection (a).~~"

Section 2. Section 2.58.020 of the Lacey Municipal Code is hereby amended to read as follows:

"Any elected or appointed city official or employee engaged in travel as defined in Section 2.58.010 will be entitled to reimbursement of actual expenses in accordance with regulations established by the city manager and a mileage allowance as set forth in Section 2.58.050 ~~and/or to payment of living allowances as provided by this chapter.~~"

Section 3. Sections 2.58.030, 2.58.040, 2.58.060, 2.58.070, 2.58.080 and 2.58.100 of the Lacey Municipal Code are hereby repealed.

Section 4. Section 2.58.050 of the Lacey Municipal Code is hereby amended to read as follows:

"Mileage for use of a personal vehicle will be reimbursed at the rate of ~~eighteen-and-one-half-cents~~ \$0.20 per mile, when a personal vehicle is used because of preference by the officer or employee for travel as defined in Section 2.58.010. If a personal vehicle is required to be used because of the unavailability of a city-owned vehicle, the mileage reimbursement rate shall be \$0.25 per mile. No mileage allowance will be made for travel in a city-owned conveyance or when the employee is a passenger in the private vehicle of another. No reimbursement will be made for any repairs or damages to a privately-owned vehicle when such expense is incurred during official travel or as a result of official travel. Reimbursement for travel in private automobiles within the city or eight miles beyond shall be allowed under rules to be prepared by the city manager."

Section 5. Section 2.58.110 of the Lacey Municipal Code is hereby amended to read as follows:

"An advance travel payment, not to exceed ~~two-thirds-of~~ the anticipated cost of travel, may be made pursuant to the requirements of RCW Sections 42.24.120 through 42.24.160 if the traveler submits a request for such an advance. The request will be in the format and will include all information required by the ~~clerk/~~ ~~treasurer~~ Director of Administrative Services 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 tenth 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 2.58.110~~ a travel expense voucher, in the form provided by the Director of Administrative Services, 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 ~~ten~~ 10 percent 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 s/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/her as an agent of the city for the city's purposes only, and specifically to defray necessary costs while performing his/her 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 OF THE CITY OF LACEY,
WASHINGTON, this 8th day of April, 1982.


CITY COUNCIL

By 
Mayor

Attest:


City Clerk

Approved as to Form:


City Attorney

Passed: 4-8-82

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