

**HARTSTENE POINTE WATER-SEWER DISTRICT
RESOLUTION 2011- 02**

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT BOARD OF COMMISSIONERS
ESTABLISHING POLICY FOR REIMBURSEMENT OF EXPENSES INCURRED
WHEN TRAVELING FOR THE PURPOSES OF DISTRICT BUSINESS**

WHEREAS, RCW 57.12.010 authorizes reimbursement for expenses incurred when traveling on District business; and

WHEREAS, The Hartstene Pointe Water-Sewer District Board of Commissioners and General Manager must, on occasion, travel outside district boundaries on District business;
now

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby adopts the following policy:

Travel Expense Reimbursement Policy

- 1. Travel Away from the District** - All travel by Commissioners and the General Manager, away from the District and necessary to conduct District business including education must be approved by the Board of Commissioners. Pooling of passenger cars should be used whenever possible and convenient.
- 2. Travel Expense Reimbursement** – Commissioners and the General Manager shall be reimbursed for reasonable and customary travel expenses actually incurred in connection with the business of the District, including, when appropriate, food, lodging and travel expenses. Reimbursement will be authorized by individual vouchers. For those trips lasting no more than one day (no overnight stay), meal expenses will be reimbursed.

Requests for reimbursement shall be submitted within 30 days of the date of return on a Travel/Expense voucher form signed by the General Manager or Commissioner. Approved expenses will be reimbursed through the normal voucher payable process.

Receipts or other acceptable evidence of payment are required for reimbursement of air fare; railway fare; bus fare; lodging (itemized statement); meals; all charges made directly to the District; and all other individual expenses of \$25.00 or more. Rates for travel reimbursement, meals lodging and other travel expenses are to be limited as follows:

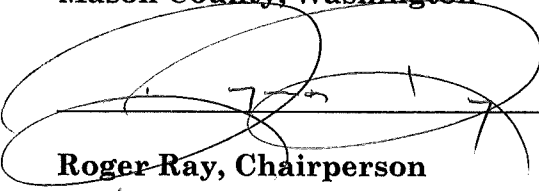
- a. If private automobiles are used, mileage will be reimbursed at the current IRS rate or at fare cost when travel was provided by bus, train, airplane, or automobile rental. Under no circumstances shall the District be liable for any damage occurring to a private vehicle while used on District business: the owner of the vehicle assumes all risk associated with any said damage.

- b. Miscellaneous expenditures for any other purpose, not enumerated in this policy when necessarily incurred by the traveler in connection with the transaction of official business will be reimbursed on a cost basis if allowed or approved by the Board of Commissioners.
- c. Tips for meals, taxi or baggage handling in amount not to exceed 20%, shall be considered reasonable and necessary costs for such service, and may be included in the cost of the meal or service received.
- d. Expense reimbursement shall not include expenses paid for others, except where the request for reimbursement is for the cost of meals with other District representatives.
- e. Expense reimbursement shall not include the purchase of alcoholic beverages.

3. Direct Billings - Direct billing to the District is allowed for the following travel expenses: air fare; deposits for seminars or lodging; rental fees for the use of meeting rooms; and costs of catered group meals. When direct billing is used, the District address and phone number shall be listed instead of the Commissioners' or General Manager's personal address.

ADOPTED, by the Board of Commissioners of Hartstene Pointe Water and Sewer District, at a regularly scheduled meeting, April 15, 2011.

**Hartstene Pointe Water and Sewer District
Mason County, Washington**



Roger Ray, Chairperson



Mary Alice Cary, Secretary

William Parisio, Commissioner

Hartstene Pointe Water – Sewer District Travel Expense Reimbursement Voucher

Name: _____

Date: _____

Purpose of Travel: _____

Dates of Travel: _____

Location: _____

Date	Mileage		Lodging	Meals			Other (Specify)	Daily Total
	From	To		B	L	D		
Totals								
		# Miles x .51=						Total to Be Reimbursed

All receipt for lodgings, meals and other specified expenses must be attached to this form.

I certify the expenses listed are reasonable and were incurred while doing business on behalf of the District as per District Travel Policy – Resolution 2011-02

Name and Title _____ Date _____

APPROVED BY: _____
Name and Title _____ Date _____