

**HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON**

**RESOLUTION 2013-07**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HARTSTENE POINTE WATER-SEWER DISTRICT 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 District Management Contractors must, on occasion, travel outside district boundaries on District business; and

**WHEREAS**, the Board of Commissioners previously adopted a Travel Expense Reimbursement Policy with Resolution 2011-02; and

**WHEREAS**, the Board of Commissioners would like to amend the policy adopted with Resolution 2011-12; now therefore

**BE IT RESOLVED** that the Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby repeals Resolution 2011-02 and adopts the following policy:

**Travel Expense Reimbursement Policy**

1. **Travel Away from the District** – All travel by commissioners and District management contractors away from the district, and necessary to conduct District business, including education and training, must be pre-approved by the Board of Commissioners. Pooling of passenger cars should be used whenever possible and convenient.
2. **Travel Expense Reimbursement** – Commissioners and authorized District management contractors 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 contractor 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 airfare, 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:

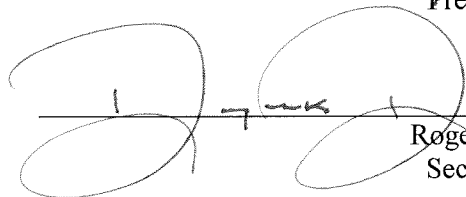
- a. If private automobiles are used, mileage will be reimbursed at the current IRS rate or at fare cost when travel was provided by bus, train, airplane, or automobile rental. Under no circumstances shall the District be liable for any damage occurring to a private vehicle while used on District business: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

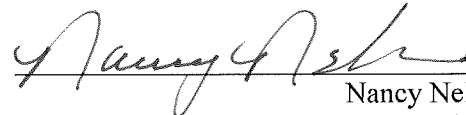
- b. Miscellaneous expenditures, for any other purpose not enumerated in this policy, when necessarily incurred by the traveler in connection with the transaction of official business, will be reimbursed on a cost basis if allowed or approved by the Board of Commissioners.
  - c. Tips for meals, taxi, 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 contractors’ personal address.
4. **Commissioner Compensation** – Commissioners will be compensated the standard per diem amount in accordance with RCW 57.12.010 for each day, or portion thereof, spent in performance of official services or duties on behalf of the District as authorized and directed by the District. While travel costs for District business are reimbursable, days spent travelling to and from District business, but not actually spent conducting District business, are not subject to the standard per diem compensation.

**ADOPTED** by the Board of Commissioners by Hartstene Pointe Water-Sewer District at the regular open public meeting thereof held the 11 day of July, 2013.

HARTSTENE POINTE WATER AND SEWER DISTRICT  
Mason County, Washington

  
\_\_\_\_\_  
Mary Alice Cary  
President

  
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Roger Ray  
Secretary

  
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Nancy Nelson  
Commissioner