

**RESOLUTION NO. 3149**

**A RESOLUTION** of the Port Commission of the Port of Seattle Establishing Guidelines, Rules and Procedures Governing the Authorization and Conduct of Port Commission and Employee Travel and Reimbursement of Travel and Other Business Expenses and Repealing Resolution No. 2991, as Amended, and Resolution No. 3025.

**WHEREAS**, RCW 42.24.120-160 authorizes municipal corporations to advance travel and related expenses to Port Commissioners and employees, and

**WHEREAS**, RCW 53.08.175-176 authorizes a port district to advance travel and related expenses to Port Commissioners and employees, and requires the port district to adopt by resolution rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners and employees;

**NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF SEATTLE** that it shall be the policy of the Port of Seattle that all Port Commissioners and employees of the port district shall receive their reasonable and necessary expenses when engaged in official Port business within or outside the district and that the Port Auditor shall determine the appropriateness of claims under the guidelines herein provided, and

**BE IT FURTHER RESOLVED** that, pursuant to RCW 42.24.120-160 and RCW 53.08.175-176, basic rules, regulations and procedures are hereby established to govern the advancement of funds and the reimbursement and payment of travel and other business expenses incurred by Port Commissioners and employees as follows:

**SECTION 1: OFFICIAL TRAVEL DEFINED.** Port Commissioners and employees shall be engaged in official travel on behalf of the port district when travel is:

1. Connected with calling upon customers or potential customers of the port district for the purpose of promoting and selling the services and facilities of the port district.

2. Required for the purpose of meeting with, negotiating or consulting with others for the purpose of carrying out official functions, duties or projects of the port district.

3. Connected with attendance at meetings of organizations in which the Port holds memberships, or to which Port Commissioners or employees are officially affiliated for purposes of education, research, promotion or joint action, [so long as the meeting is attended for a legitimate business purpose and the attending Port Commissioner or employee is an appropriate representative of the Port. When any Port Commissioner is designated as the official Port representative in any organization, that Port Commissioner shall be deemed to be engaged in official Port business when attending any regular meeting of the organization].

4. Connected with attendance at regular and special meetings and regular and special work sessions of the Port Commission by Port Commissioners from their place of residence or employment (whichever is appropriate) to the place of meeting of the Commission.

5. Port Commissioners and employees shall avoid travel situations in which requesting, accepting, or granting special favors might incur obligation, or the perception of an obligation, concerning the conduct of Port business.

SECTION 2: TRAVEL AUTHORIZATION AND COORDINATION.

1. At the beginning of each year, the Port Commission shall consider and approve a motion authorizing international travel which reasonably can be anticipated for the following year.

2. International travel which has not been approved as provided in this section above shall be authorized by the Port Commission at a public meeting in advance whenever reasonably possible. When advance authorization is not reasonably possible or in extraordinary circumstances, the President of the Port Commission may authorize travel. In such instances, the President shall advise the other members of the Port Commission.

3. All requests involving travel by a Port Commissioner, whether originating from groups outside the Port, or from a Commissioner, or from Port staff, shall be directed to the President of the Port Commission.

4. The President of the Port Commission is charged with responsibility for coordinating travel among members of the Port Commission.

5. Participation by staff in Port Commission travel shall be coordinated by the Executive Director in consultation with the President of the Port Commission, with notification to the other members of the Port Commission.

6. Port Commissioners shall advise other Port Commissioners and staff of significant information learned on Port travel.

SECTION 3: TRAVEL REIMBURSEMENTS. In filing claims for reimbursement for travel and other business expenses, Port Commissioners and employees shall use an official Port Claim for Expense form. All claims for reimbursement shall be supported by such receipts, documents or other evidence as may hereinafter be required.

SECTION 4: TRAVEL EXPENSES. Travel expenses shall be defined to include the following items:

1. Transportation via official motor vehicle; private automobiles; public transportation (airline, railroad, busline, or waterborne); taxicab, limousine; rented vehicle; or other appropriate means of transportation.

a. Automobile Reimbursement: When private vehicles are used, the Port Commissioner or employee shall be reimbursed at a rate which the Internal Revenue Service recognizes as meeting the requirement for accounting to employers, except as may be modified by paragraph b. of this subsection.

b. Automobile Allowance: The Chief Financial Officer is authorized to provide an allowance; payable at the end of a period in which expenses are incurred, for the use of a private automobile by Port employees who require substantial use of an automobile to perform their assigned duties for the Port. Such allowance shall be in lieu of all mileage payments and/or the use of any Port-owned or leased vehicle. Such allowance shall be established and renewed annually for each employee after completion of the Automobile Allowance form. The allowance percentage will be based upon reasonable mileage records from the previous year and will be fixed at that percentage for one year unless there is a change in circumstances such as job requirements or residence location.

c. Air Class: Authorized Port air travel arrangements for Port Commissioners and employees will be at coach class or equivalent, except the Executive Director or a Port Commissioner may authorize a class change to business or first class or equivalent under the following conditions:

- 1) Flights in excess of five hours flying time;
- 2) When it is essential that the Port Commissioner or employee conduct business enroute with a customer who is ticketed in a class other than coach;

3) When time is of the essence and no coach class or equivalent rate or space is available or when a special condition or circumstance exists such as a physical condition, security, or carry-on requirements (packages or equipment), which cannot be accommodated by coach class travel.

Authorization to travel by other than coach class should be obtained in advance of travel whenever reasonably possible. Attempts should be made to fly at the most economical class whenever possible except as otherwise provided above.

2. Lodging includes hotel, motel or similar accommodations as may be required. A receipt shall be submitted for lodging with any reimbursement voucher.

3. Subsistence includes charges for all meals required when traveling. The cost of a meal may include payment for table service, commonly referred to as a gratuity, not to exceed 15% of the price of the meal.

4. Miscellaneous and general expenses connected with traveling may include, but are not limited to, the cost of attending regular meetings of official groups in which the Port holds memberships or is otherwise officially affiliated, reasonable telephone and telegraph services, registration fees, baggage and luggage handling charges, printed materials, laundry and dry cleaning, parking fees, tolls, stenographic, secretarial and other charges permitted by law. Receipts may be required for items in this category.

#### SECTION 5: TRAVEL ADVANCES.

1. The Port Auditor is authorized to establish a special fund in the form of a separate bank account, with an institution approved by the Washington Public Deposit Protection Commission, which shall be reimbursed by warrant from time to time as may be required, for the purpose of financing travel and related expenses (including promotional hosting) to Port Commissioners and employees. Said fund is to have a maximum appropriation of \$50,000.00, and the Port Auditor is authorized to establish the needed appropriation from time to time as he/she deems necessary, provided that in no event shall the appropriation be greater than \$50,000.00.

2. The Port Auditor is authorized to advance funds to Port officials and employees subject to the following terms and conditions:

a. Port Commissioners and employees must submit an approved Travel Authorization and Fund Advance Form.

b. The total advance that may be made to a Port Commissioner or employee shall be by check and will be determined by the number of actual days of approved travel, taking into consideration the anticipated cost of lodging, subsistence, public transportation, and any required promotional hosting expenditures, during the business trip and at the travel destination.

c. No advance may be made to a Port Commissioner or employee who has an outstanding travel advance which has not been accounted for by an approved Claim for Expenses.

d. All advances shall be made subject to the condition that each Port Commissioner or employee shall submit to the Accounting Department cashier an itemized Claim for Expenses setting forth the actual expenditures made and a copy of the approved Travel Authorization and Fund Advance form. Submission of this documentation must be made within ten (10) calendar days following the close of the authorized travel period for which the expenses have been advanced. If such expense documents show that advances exceed the amount actually expended by such Port Commissioner or employee then such documents shall be accompanied by said excess amount in repayment of the Port.

e. In order to protect the Port of Seattle from any loss, the Port retains the right of lien against any funds, including salary, payable to such Port Commissioner or employee including interest in the amount of ten percent (10%) per annum beginning on the 11th calendar day following the close of the authorized travel period. The Port shall have the right to withhold from any payroll or other funds due the Port Commissioner or employee an amount equal to any delinquent advance reimbursement and the interest due thereon.

SECTION 6: TRAVEL ARRANGEMENTS. Travel arrangements for Port Commissioners and employees generally shall be made by an agency contracted by the Port to provide travel services for the Port of Seattle. Exceptions may be made when Port Commissioners or employees are traveling as part of a group which has made special travel arrangements or when changes must be made after travel commences or when other circumstances make individual arrangements more appropriate or convenient for the Port.

SECTION 7: USE OF CREDIT CARDS. Individual or Port credit cards may be obtained under the Port's applicable purchasing procedure for use in conducting Port business. Credit cards acquired by the Port for Commissioners or employees may be used only in connection with authorized Port business or travel. Credit cards acquired in the name of the Port for the purchase of motor

fuel and related items shall be used only for Port-owned vehicles. For any charge against a Port-acquired credit card, no payment shall be made to a credit card company until each Port Commissioner or employee using a card has certified that all items of expense incurred under the credit card are just, due and unpaid obligations of the Port of Seattle and the vouchers have been audited and found to be in order.

SECTION 8: REPEAL OF PREVIOUS RESOLUTIONS. Resolution Nos. 2991, as amended, and 3025, previously passed by the Port Commission and dealing with the same subject matter, are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 28th day of June, 1994, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

*Patricia Dow*  
*Paul S. Dell*  
*Paige R. Miller*  
*[Signature]*  
*Gary Grant*

Signed in error;  
not present at  
presentation.  
Ruth L. Strasser,  
Commission  
Records  
Supervisor

Port Commission