

RESOLUTION NO. 2777

A RESOLUTION of the Port Commission of the Port of Seattle authorizing the advancements of funds to officials and employees for travel and related expenses including Promotional Hosting; and repealing Resolution No. 2609 dealing with the same subject matter.

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

WHEREAS, pursuant to this grant of authority, the Port of Seattle finds it advantageous to establish the necessary procedures to permit such advance of funds:

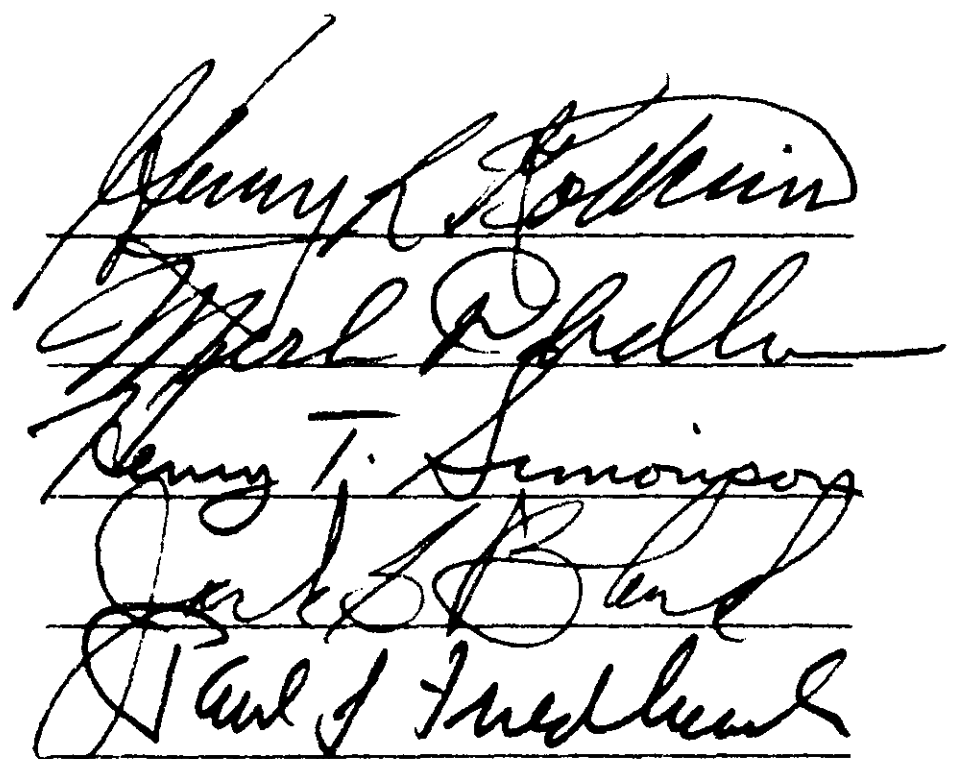
NOW, THEREFORE, BE IT RESOLVED by the Port of Seattle Commission that:

1. The Port Auditor is authorized to establish a special fund in the form of a separate bank account with Peoples National Bank, 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 officials and employees. Said fund is to have a maximum appropriation of \$40,000.00, and the Port Auditor is authorized to establish the needed appropriation from time to time as he deems necessary, provided that in no event shall the appropriation be greater than the \$40,000.00.
2. Request for advance of travel and related expenses shall be made upon a Travel Authorization and Expense Advance Approval form.
3. The Port Auditor is authorized to advance funds to Port officials and employees subject to the following terms and conditions:
 - a. The total advance that may be made to an official 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 if required Promotional Hosting expenditures, during the business trip and at the travel destination.
 - b. The minimum advance shall be \$100.00.
 - c. No advance may be made to an official or employee who has an outstanding travel advance which has not been accounted for by Approved Travel Expenditure Voucher.

- d. All advances shall be made subject to the condition that each official or employee shall submit an itemized travel expense voucher setting forth the actual expenditures made within ten (10) calendar days following the close of the authorized travel period for which the expenses have been advanced. If such travel expense voucher shows that advances exceed the amount actually expended by such official or employee then such voucher 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 official or employee including interest in the amount of ten (10%) percent 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 official or employee an amount equal to any delinquent advance reimbursement and the interest due thereon.

4. Resolution No. 2609 previously passed by the Port Commission and dealing with the same subject matter is hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 27th day of November, 1979, and duly authenticated in open session by the signatures of the Commissioners present and voting and the seal of the commission duly affixed.


Port Commissioners