

ORDINANCE NO. 1229
AN ORDINANCE OF THE CITY OF OKANOGAN, WASHINGTON AMENDING
SECTION 2.49 OF THE OKANOGAN MUNICIPAL CODE FOR TRAVEL AND
EXPENSE REIMBURSEMENT

WHEREAS, the City Council of the City of Okanogan desires to amend language in the City's travel and expense reimbursement policies and procedures; and

WHEREAS, the City Council of the City of Okanogan desires to adopt by ordinance a comprehensive policy and set of regulations for travel and expense.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OKANOGAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1: Amendment.

Section 2.49.020 of the Okanogan Municipal Code which reads:

“2.49.020 Travel Requests”.

A. Any city employee or city official wishing to travel for official business must submit a travel/training request form (Attachment A to the ordinance codified in this chapter, on file in the office of the clerk-treasurer) to his or her supervisor or the mayor, as appropriate. Normal scheduled or local meetings/training (for example, a monthly fire chiefs' meeting, Chamber of Commerce/Kiwanis meetings, etc.) do not require this form.

B. After approval, the employee or official shall then receive the following items as necessary from the clerk-treasurer's office:

1. Credit card for hotel/motel lodging or airline travel, as applicable and subject to the credit card policy;
2. Calling card for phone calls;
3. Gas card and car keys for the city car;
4. Request for per diem form, if applicable;
5. Reimbursement form, if applicable;
6. Statement of nonreceipted expenses, if applicable. (Ord. 1115 § 2, 2011; Ord. 893 § 2, 2000)

Is hereby amended to read as follows:

“2.49.020 Travel Requests”.

A. Any city employee or city official wishing to travel for official business must submit a travel/training request form (Attachment A to the ordinance codified in this chapter, on file in the office of the clerk-treasurer) to his or her supervisor or the mayor, as appropriate. Normal scheduled or local meetings/training (for example, a monthly fire chiefs’ meeting, Chamber of Commerce/Kiwanis meetings, etc.) do not require this form.

B. After approval, the employee or official shall then receive the following items as necessary from the clerk-treasurer’s office:

1. Credit card for hotel/motel lodging, fuel, or airline travel, as applicable and subject to the credit card policy;
2. Car keys for the city car;
3. Request for per diem form, if applicable;
4. Reimbursement form, if applicable;
5. Statement of non-receipted expenses, if applicable.

Section 2.49.030 of the Okanogan Municipal Code which reads:

“2.49.030 Reimbursement Policy”. All claims for reimbursement shall be submitted on the reimbursement form (Attachment B to the ordinance codified in this chapter, on file in the office of the clerk-treasurer). All claims for reimbursement must be submitted within 30 days of incurring the expense, or the claim will be denied. Claims requiring special or written approval of the mayor must include such documentation.

All approved reimbursable expense claims shall be paid and charged to the fund and department responsible for the expenses of the claimant. Minor expense items, if approved, may be paid out of the petty cash fund provided a proper receipt or documentation is given to the clerk-treasurer’s office. To qualify for reimbursement, expenses must be directly related to the conduct of business or

service for the city and be actual, reasonable, and necessary under the circumstances.

A. Direct billing to the city by a restaurant is prohibited.

B. Authorized use of private vehicles shall be reimbursed at the prevailing Internal Revenue Service reimbursement rate for actual miles traveled. No reimbursement shall be allowed for mileage from home to a work location. Reimbursement for personal travel, such as visiting relatives while out of town on official business or personal shopping, is prohibited. Use of the city car shall be encouraged.

C. Hotels/motels shall be paid for by the city credit card only. Official itemized receipts shall be obtained and submitted.

D. Advance arrangements and authorization by the mayor for air travel shall be made prior to the making of any air travel arrangements. Air travel may be used only when it is cost-effective in comparison to vehicle travel costs and compensatory or overtime costs. Pricing quotes should be obtained by the employee or official and submitted to the clerk-treasurer before booking to ensure a low cost and shall be paid for by the city credit card only. Official itemized receipts shall be obtained and submitted.

E. It is the employee's sole responsibility to obtain receipts for all expenses. (Ord. 1115 § 3, 2011; Ord. 893 § 3, 2000)

Is hereby amended to read as follows:

"2.49.030 Reimbursement Policy". All claims for reimbursement shall be submitted on the reimbursement form (Attachment B to the ordinance codified in this chapter, on file in the office of the clerk-treasurer). All claims for reimbursement must be submitted within 30 days of incurring the expense, or the claim will be denied. Claims requiring special or written approval of the mayor must include such documentation.

All approved reimbursable expense claims shall be paid and charged to the fund and department responsible for the expenses of the claimant. Minor expense items, if approved, may be paid out of the petty cash fund provided a proper receipt or documentation is given to the clerk-treasurer's office. To qualify for reimbursement, expenses must be directly related to the conduct of business or service for the city and be actual, reasonable, and necessary under the circumstances.

A. Direct billing to the city by a restaurant is prohibited.

B. Private vehicle use can be authorized by the supervisor or mayor. If the private vehicle is for personal choice of the employee rather than using an available city vehicle, reimbursement will be at 50% of the current Internal Revenue Service (IRS) reimbursement rate for only the miles related to work activities. This can be actual miles or from a recognized mapping service. If the need for private vehicle use is because no city vehicle was available, reimbursement will be at 100% of the IRS rate. Use of city vehicles is encouraged.

C. Hotels/motels shall be paid for by the city credit card only. Official itemized receipts shall be obtained and submitted.

D. Advance arrangements and authorization by the mayor for air travel shall be made prior to the making of any air travel arrangements. Air travel may be used only when it is cost-effective in comparison to vehicle travel costs and compensatory or overtime costs. Pricing quotes should be obtained by the employee or official and submitted to the clerk-treasurer before booking to ensure a low cost and shall be paid for by the city credit card only. Official itemized receipts shall be obtained and submitted.

E. It is the employee's sole responsibility to obtain receipts for all expenses.

Section 2.49.040 of the Okanogan Municipal Code which reads:
"2.49.040 Reimbursements for incidental expenses".

A. Reimbursable incidental expenses include:

1. Baggage checking;
2. Garage and parking fees;
3. Taxis, if necessary;
4. Bridge, tunnel, ferry and highway tolls.

A signed and sworn statement of nonreceipted expenses (Attachment D to the ordinance codified in this chapter, on file in the office of the clerk-treasurer) should accompany fees that are unable to be substantiated by receipts, such as toll fares, cab fares, etc. Such fees may be verified by the clerk-treasurer's office.

B. Nonreimbursable Incidental Expenses. See Attachment E to the ordinance codified in this chapter, on file in the office of the clerk-treasurer. (Ord. 1115 § 4, 2011; Ord. 893 § 4, 2000)

Is hereby amended to read as follows:

“2.49.040 Reimbursements for incidental expenses”.

A. Reimbursable incidental expenses include:

1. Baggage checking;
2. Garage and parking fees;
3. Paid ride services, if necessary;
4. Bridge, tunnel, ferry and highway tolls.

A signed and sworn statement of non-receipted expenses (Attachment D to the ordinance codified in this chapter, on file in the office of the clerk-treasurer) should accompany fees that are unable to be substantiated by receipts, such as toll fares, cab fares, etc. Such fees may be verified by the clerk-treasurer’s office.

B. Non-reimbursable Incidental Expenses. See Attachment E to the ordinance codified in this chapter, on file in the office of the clerk-treasurer.

Section 2.49.090 of the Okanogan Municipal Code which reads:

“2.49.090 Failure to attend training”. If registration and/or other costs are paid by the city for any workshop or training, and that employee cancels for any nonemergency reason except that approved by the city council, such registration and/or other costs, if nonrefundable, shall be reimbursable to the city by that employee. Such reimbursement may be made through a payroll deduction, if necessary. (Ord. 893 § 9, 2000)

Is hereby amended to read as follows:

“2.49.090 Failure to attend training”. If registration and/or other costs are paid by the city for any workshop or training, and that employee cancels for any nonemergency reason except that approved by the mayor, such registration and/or other costs, if nonrefundable, shall be reimbursable to the city by that employee. This includes reimbursement of the per diem amounts if the employee or city official does not attend the full length of the workshop or training. Such reimbursement may be made through a payroll deduction, if necessary, and if consented to by the employee in writing. If an employee fails to reimburse the city as required herein, they may be subject to disciplinary action, including termination.

Section 2 ; Effective Date. This ordinance shall become effective from and after its passage by the Okanogan City Council as set forth above, approval by the Mayor and five (5) days after publication as required by law.

PASSED BY THE OKANOGAN CITY COUNCIL OF OKANOGAN, AT A REGULAR MEETING THEREOF THIS _____ DAY OF _____, 2024.

APPROVED:

Wayne L. Turner, Mayor

ATTEST:

Jessica Blake, Clerk-Treasurer

Approved as to Form:

W. Scott DeTro, City Attorney