

Ordinance No. 119578

Council Bill No. 112793

The City of Seattle
Council Bill/Ordinance

AN ORDINANCE amending Seattle Municipal Code Chapter 4.72 Travel Expenses and Chapter 4.14 Executive Recruiting.

Martha Chan

Passed 4 - 0

7/21/99

8/3/99 *enacted*

CF No. _____

Date Introduced: <u>JUL 13 1999</u>	
Date 1st Referred: <u>JUL 19 1999</u>	To: (committee) <u>Finance & Budget Committee</u>
Date Re - Referred:	To: (committee)
Date Re - Referred:	To: (committee)
Date of Final Passage: <u>8/2/99</u>	Full Council Vote: <u>7-0</u>
Date Presented to Mayor: <u>8/3/99</u>	Date Approved:
Date Returned to City Clerk: <u>AUG 10 1999</u>	Date Published: <u>TD</u> <u>FT</u> <u>12 pages</u>
Date Vetoes by Mayor:	Date Veto Published:
Date Passed Over Veto:	Veto Sustained:

This file is complete and ready

Law Department

Law Dept. Review

The City of Seattle - Legislative Department

Council Bill/Ordinance sponsored by: _____

CHOE

Councilmember

in Case

Committee Action:

passed 4 - 0

Passed w/ Ordinance # into record 30

7/21/99

8/3/99 amendments updated *(rev)*

This file is complete and ready for presentation to Full Council. Committee: _____

(initials/date)

Law Department

Law Dept. Review

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ORDINANCE 119578

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AN ORDINANCE, amending Seattle Municipal Code Chapter 4.72 Travel Expenses and Chapter 4.14 Executive Recruiting.

WHEREAS, the City's Copernicus Project staff is in the process of redesigning existing procurement policies and procedures to align them more closely with Seattle City government's business objectives; and

WHEREAS, streamlining the City's travel policies and procedures is one part of that effort; and

WHEREAS, implementing Copernicus Project recommendations to streamline Citywide rules, policies and procedures will allow City employees to more easily apply those rules, policies and procedures; and

WHEREAS, the City's existing legislation regarding travel expenses is outdated and prevents the City from taking advantage of new and emerging technologies to help manage travel related expenses; Now Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Subsection A of Section 4.72.010 of the Seattle Municipal Code, as last amended by Ordinance 116368, is further amended as follows:

A. Expenses Involving Travel Outside the City for Period of Less Than Twenty-four (24) Hours and Not Requiring Overnight Lodging. Reimbursement shall be made for actual expenses for:

3. Meals, when travel outside the City is not a routine or normal part of an employee's job, provided that reimbursement shall not exceed the amount established by the ~~City Finance~~ Executive Services Director or his/her designee, by rule as hereafter authorized, and



1 A. ~~Claims for reimbursement of expenses other than mileage and incidentals shall be~~
2 ~~accompanied by invoices and/or receipts showing payment of such claimed expenses,~~
3 ~~provided that the cost of air or railroad travel, and convention, seminar or other~~
4 ~~registration fees, may be billed directly to the appropriate City department. Invoices~~
5 ~~and/or receipts showing payment of overnight lodging expenses shall have clearly~~
6 ~~identified thereon the single occupancy rate for the accommodations utilized. Invoices~~
7 ~~and/or receipts shall be required for food expenses incurred within and outside the City.~~
8 ~~Upon written request and explanation stating sufficient reasons for failure to submit~~
9 ~~required invoices and/or receipts, the City Finance Director may waive such~~
10 ~~requirement. Claims for reimbursement of certain expenses will be permitted in~~
11 ~~accordance with the rules, policies, and procedures established by the Executive Services~~
12 ~~Director or his/her designee.~~

13
14 **Section 4.** Section 4.72.040 of the Seattle Municipal Code, as last amended by
15 Ordinance 107447, is further amended as follows:

16 No claim for reimbursement for expenses or any per diem allowance shall be paid
17 unless approved by the appropriate department head; ~~provided, that~~ or his/her designee.
18 ~~claims by the Secretary and Chief Examiner of the Civil Service Department shall be~~
19 ~~approved by the Chairman of the Civil Service Commission, claims by the Chief Librarian~~
20 ~~shall be approved by the Chairman of the Library Board of Trustees, claims by the~~
21 ~~Executive Secretary of the City Employees' Retirement System shall be approved by the~~
22 ~~Chairman of the Board of the retirement system, and e~~ Claims by employees of the City's



1 Boards and Commissions shall be approved by the Chairperson~~Chairman~~, Board of
2 Administrators or his/her designee. Claims by elected City officers shall be authorized and
3 approved by each such officer.

4
5 **Section 5.** Section 4.72.050 of the Seattle Municipal Code, as last amended by
6 Ordinance 116368 is further amended as follows:

7 SMC 4.72.050 Advance cash allowances – When Allowed.

8 ~~All officers and employees of the City may receive advance cash allowances~~
9 ~~covering anticipated reimbursable expenses to be incurred in the course of conducting City~~
10 ~~business involving travel outside the City. Such advance allowances shall be made upon the~~
11 ~~prior request of such officers and employees approved by the City Finance Director where~~
12 ~~the nature and duration of travel justifies such advance or failure to make such advance~~
13 ~~would result in economic inconvenience to such officer or employee. Requests for advances~~
14 ~~shall be made on such form as shall be prescribed by the City Finance Director who shall~~
15 ~~issue warrants therefor not more than five (5) days prior to commencement of the authorized~~
16 ~~travel, provided, that advances to officers and employees of the Lighting and Water~~
17 ~~Departments may be made by the respective heads of such departments from the appropriate~~
18 ~~revolving funds.~~ Advance cash allowances for travel on City business will be permitted
19 pursuant to rules, policies, and procedures established by the Executive Services Director or
20 his/her designee.
21



1 **Section 6.** Section 4.72.060 of the Seattle Municipal Code, as last amended by
2 Ordinance 106525, is further amended as follows:

3 ~~Cash allowances advanced pursuant to Section 4.72.050 shall be accounted for~~
4 ~~and/or repaid within ten (10) days following the completion of travel, and failure to do so~~
5 ~~shall render the officer or employee receiving such advance personally liable for the full~~
6 ~~unpaid amount plus interest at ten percent (10%) per year until repaid. No advance shall be~~
7 ~~made to any officer or employee who is delinquent in accounting for or repaying a prior cash~~
8 ~~advance. Under no circumstances shall any cash advance be considered as a personal loan to~~
9 ~~any officer or employee and any unauthorized expenditure of any such advance shall be~~
10 ~~deemed a misappropriation of public funds.~~ Repayment of advance cash allowances for travel
11 on City business will be subject to the rules, policies, and procedures established by the
12 Executive Services Director or his/her designee.

13
14 **Section 7.** Section 4.72.070 of the Seattle Municipal Code, as last amended by
15 Ordinance 116368, is further amended as follows:

16 SMC 4.72.070 ~~Disallowed expenses~~ Exceptions. Allowable and disallowable
17 expenses.

18 ~~A. No reimbursement shall be authorized or allowed for:~~

19 ~~1. Fines, penalties, and/or forfeitures;~~

20 ~~2. Tobacco, alcoholic beverages, entertainment, clothing, sundries, gratuities except~~
21 ~~as hereafter provided, personal telephone calls or telegrams, or other like personal items;~~



1 3. ~~Meals or lodging in lieu of other meals and/or lodging the expense of which is~~
2 ~~included in a convention or other registration fee.~~

3 4. ~~First class travel accommodations unless coach or economy accommodations~~
4 ~~were not available, provided that upon written request and explanation stating sufficient~~
5 ~~reasons therefor, the City Finance Director may waive this limitation;~~

6 5. ~~Meals in lieu of other meals or food service provided during periods of travel by~~
7 ~~a carrier and included in the fare charged; and~~

8 6. ~~Meals sponsored by business, community or service organizations.~~

9 B. ~~Exceptions. Gratuities: Payment for table service at restaurant, commonly~~
10 ~~known as a "tip" not to exceed fifteen percent (15%) of the restaurant price of the meal,~~
11 ~~including applicable taxes, is reimbursable as a reasonable and necessary part of the cost of a~~
12 ~~meal. Allowable and disallowable expenses shall be determined pursuant to the rules,~~
13 ~~policies, and procedures established by the Executive Services Director or his/her designee.~~

14
15 **Section 8.** Subsections A, B, C, and D of Section 4.72.080 of the Seattle Municipal
16 Code, as last amended by Ordinance 116368, are further amended as follows:

17 The ~~City Finance Director~~Executive Services Director or his/her designee is
18 authorized to promulgate rules, policies, and procedures ~~and regulations~~, consistent with this
19 chapter. ~~and the City's Administrative Code (Chapter 3.02, Seattle Municipal Code;~~
20 ~~Ordinance 102228, as amended), establishing standards and procedures for effectively~~
21 ~~carrying out the requirements of this chapter. In establishing reimbursement rates for meals~~
22 ~~and lodging, the City Finance Director shall be guided by the following principles: The~~



1 rules, policies, and procedures promulgated by the Executive Services Director or his/her
2 designee shall be made available from his/her office or from other identified locations.

3 A. Rates of reimbursement for meals and lodging shall be determined by the
4 Executive Services Director or his/her designee and shall be identified in the rules, policies,
5 and procedures promulgated by the Executive Services Director or his/her designee. Rates
6 of reimbursement for meals and lodging shall be based upon and not exceed, the average
7 cost for meals and lodging (single occupancy) reflected in a national comparative cost index,
8 such as the Runzheimer Meal Lodging Cost Index or the Federal Per Diem Index, for the
9 city visited by the officer or employee requesting reimbursement. ~~If such indices do not list~~
10 ~~a particular city or other locale, the City Finance Director shall establish reimbursement~~
11 ~~rates based upon listings for cities or other locales having comparable cost of living rates or~~
12 ~~other accepted comparative economic indices.~~

13
14 B. ~~If the hotel or other lodging facility serves as the location for a convention,~~
15 ~~seminar or similar event which is the purpose of the City business, or if the event sponsor~~
16 ~~arranges lodging at a hotel or other lodging facility for event participants, the allowable~~
17 ~~reimbursement per diem for lodging shall not exceed the cost of lodging arranged by the~~
18 ~~sponsors of such event.~~ When the State Legislature is in session, in lieu of reimbursement
19 for meals and lodging in accordance with the rules, policies, and procedures established by
20 the Executive Services Director or his/her designee, claims approved for employees in the
21 Office of Intergovernmental Relations, shall receive an amount equal to the per diem
22 established for the Washington State Legislature pursuant to RCW 44.04.080, as now or



1 hereafter amended or succeeded. No portion of such funds may be used for promotional
2 hosting.

3
4 ~~C. If notice of City business was not adequate to allow the officer or employee to find~~
5 ~~lodging at the rate established by the City Finance Director, reimbursement for lodging may~~
6 ~~exceed such reimbursement amount up to ten percent (10%).~~

7
8 ~~D. When the State Legislature is in session, employees occupying the positions of~~
9 ~~Intergovernmental Affairs Coordinator and State Legislative Advocate, or successor position~~
10 ~~comparable thereto, shall receive, in lieu of reimbursement for meals and lodging in the~~
11 ~~manner and at the rates provided above, an amount equal to the per diem established for the~~
12 ~~Washington State Legislature pursuant to RCW 44.04.080, now or hereafter amended or~~
13 ~~succeeded. No portion of such funds may be used for promotional hosting.~~

14
15 **Section 9.** Section 4.72.090 of the Seattle Municipal Code, as last amended by
16 Ordinance 116368, is hereby repealed.

17 ~~The City Finance Director shall annually prepare and provide to the Mayor and the~~
18 ~~City Council a report regarding expenditures authorized by this chapter.~~

19
20 **Section 10.** Section 4.72.180 of the Seattle Municipal Code, as established by
21 Ordinance 95244, is hereby repealed.



1 ~~As authorized by Chapter 116, Laws of Washington 1965, such officers and~~
2 ~~employees of the Lighting Department as may be designated in writing from time to time by~~
3 ~~the Superintendent of Lighting may, in lieu of other methods of reimbursement authorized~~
4 ~~by law, be reimbursed for meals, lodging and other related expenses incident to the~~
5 ~~performance of duty on the following per diem basis:~~

6 ~~A. Where such expenditures are incurred within or without the City, but do not~~
7 ~~require overnight lodging: Fifteen Dollars (\$15.00) per day or any portion thereof]~~

8 ~~B. Where such expenditures are incurred and require overnight lodging: Thirty five~~
9 ~~Dollars (\$35.00) per day or any portion thereof.~~

10
11 **Section 11.** Section 4.72.190 of the Seattle Municipal Code, as established by
12 Ordinance 95244, is hereby repealed.

13 ~~The per diem rates for reimbursement authorized in Section 4.72.180 shall be in~~
14 ~~addition to reimbursement for actual expenditures for transportation, registration fees and~~
15 ~~similar purposes.~~

16
17 **Section 12.** Section 4.14.100 of the Seattle Municipal Code, as last amended by
18 Ordinance 117258, is further amended as follows:

19 When the appointing authority of an employing unit deems it necessary for the
20 successful recruitment of qualified persons for key positions ~~in the service of the employing~~
21 ~~unit~~, he or she may, upon the approval of the Budget Director and the filing of a claim
22 therefor, authorize payment of reasonable and necessary expenses incurred by applicants



1 from out of the City for traveling to and from Seattle for the purpose of being interviewed
2 for employment by the City in that unit. All authorized travel expenses are subject to the
3 rules, policies, and procedures established by the Executive Services Director or his/her
4 designee. Payment of authorized expenses may be made in advance by the employing unit
5 for the applicant(s), or the applicant(s) may be reimbursed for authorized expenses paid out
6 of pocket. Authorized expenses shall include lodging, meals, incidentals, and transportation
7 from such applicant's place of residence to Seattle and return to such place of residence, or
8 mileage in accordance with the mileage reimbursement rate established in SMC Chapter
9 4.70, provided that payment for mileage shall not exceed the round-trip airfare of a common
10 carrier, ~~and provided further that no payment shall be authorized for:~~ No payment shall be
11 authorized for expenses deemed disallowable pursuant to rules, policies, and procedures
12 established by the Executive Services Director or his/her designee.

13 ~~A. Fines, penalties, and/or forfeitures;~~

14 ~~B. Tobacco, alcoholic beverages, entertainment, gratuities, personal telephone calls~~
15 ~~and telegrams, or other like personal items;~~

16 ~~C. First class travel accommodations unless coach or economy accommodations~~
17 ~~were not available, or~~

18 ~~D. Meals in lieu of other meals for food service provided during the period of travel~~
19 ~~by a carrier and included in the fare charged.~~

20
21 **Section 13.** Section 4.14.120 of the Seattle Municipal Code, as last amended by
22 Ordinance 117258, is further amended as follows:



1 Authorized claims for payment of expenses other than for mileage and incidentals
2 shall be submitted to the City Finance Director or his/her designee by the employing unit in
3 accordance with the rules, policies, and procedures set forth by the Executive Services
4 Director or his/her designee. ~~authorized to make the payment and shall be accompanied by~~
5 ~~invoices and/or receipts showing payment of such claimed expenses. Invoices and/or~~
6 ~~receipts showing payment of overnight lodging expenses shall have clearly identified~~
7 ~~thereon the rate for the accommodations utilized.~~

8
9 **Section 14.** This ordinance shall take effect and be in force thirty (30) days from and
10 after its approval by the Mayor, but if not approved and returned by the Mayor within ten
11 (10) days after presentation, it shall take effect as provided by Municipal Code Section
12 1.04.020.
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Section 15. Any acts consistent with and prior to the effective date of this Ordinance are hereby ratified and confirmed.

Passed by the City Council the 2nd day of August, 1999, and signed by me in open session in authentication of its passage this 2nd day of August, 1999.

Richard J. McDev
President of the City Council

Approved by me this 6th day of August, 1999.

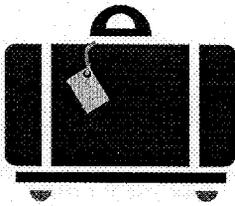
Paul Schell
Paul Schell, Mayor

Filed by me this 6th day of August, 1999.

Judith E. Pippin
City Clerk

(SEAL)





City of Seattle
Travel Policies & Procedures

Proposed

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1.0 Statement of Purpose

1.1 Purpose of Rules, Policy and Procedures

The purpose of this document is to provide City employees, managers and accounting administrators with detailed information on the processes, policies and procedures required for traveling on authorized City business.

- 1.1.1 These rules, policies and procedures include instructions for payment and reimbursement of all allowable travel expenses. Allowable travel expenses are defined in SMC 4.72 and Section 2.0 of this document.
- 1.1.2 The City agrees to pay for or reimburse employees for the cost of certain allowable meeting and travel expenses, which may be incurred as a part of the performance of that employee's job.
- 1.1.3 The employee's department head or his/her designee is required to authorize all travel and related expenses. All authorized travel or related expenses must be for the purpose of conducting official City business, the attendance at professional meetings, conferences or training that promotes overall job knowledge.
- 1.1.4 The City agrees to pay only for authorized travel and related expenses.
 - (a) An employee may consider a "Saturday" night stay if the airfare savings is greater than the additional costs of lodging and meals and is approved in advance by the department head or his/her designee.
 - (b) If an employee combines a personal trip with his/her City business travel, the City will only pay or allow reimbursement for that portion of the travel expenses which are directly related to the business travel.
- 1.1.5 The City's travel policies do not apply to an employee's normal commute.

1.2 Approval of Travel Requests & Claims for Reimbursement

- 1.2.1 The City will not reimburse any employee claim for travel or related expenses without the approval of the department head or his/her designee.
- 1.2.2 Claims made by the Secretary and Chief Examiner of the Civil Service Commission shall be approved by the Chair of the Civil Service Commission or his/her designee.
- 1.2.3 Claims made by the City Librarian shall be approved by the Chair of the Library's Board of Trustees or his/her designee.
- 1.2.4 Claims made by the Executive Director of City Employee's Retirement System shall be approved by the Chair of the Retirement System Board of Administrators or his/her designee.
- 1.2.5 Claims made by elected City officers shall be authorized and approved by each such

officer.

1.3 Responsibilities & Enforcement

Employees and their supervisors are responsible for ensuring compliance with the rules, policies and procedures detailed herein.

1.4 Reports to Mayor & Council on City Travel Expenses

- 1.4.1 Upon request of the Mayor and/or the City Council, the City accounting system Summit can provide information on the dollar amount spent, by departmental organization number in the travel expense account. Detailed travel expense information by employee is not available from Summit.
- 1.4.2 The City's designated travel agent(s) will be required to provide management information and billing reports for all travel services arranged for or provided by their company to City of Seattle employees via the Travel Management Services contract.

1.5 Definitions

- 1.5.1 Commercial Credit Card: The City is currently conducting a Pilot Commercial Credit Card Program in select departments. Commercial Credit Cards are not available to all departments at this time and will be distributed at the discretion of the Finance Department and the Commodity Teams. Through out this document, the Commercial Credit Card will be referred to as the C-card.
- 1.5.2 Designated Travel Agent(s): The City has contracted with travel agent(s) to provide travel services for all City employees. City employees are required to use the designated travel agent(s) for booking travel arrangements related to the conduct of City business. Departments may identify one or more of the City designated travel agent(s) for their employees to use. Employees should confirm their departmental preferences with their supervisor.
- 1.5.3 Travel Request and Expense Report Form: All City employees will be required to complete the City's Travel Request and Expense Report Form. This form will be required to request approval for travel, for submittal to the travel agent for booking reservations and for submitting expenses at the conclusion of travel. The City's Travel Request and Expense Report Form is available on the InWeb at:
<http://inweb/finance/travel.htm>

2.0 Allowable Expenses

2.1 General Allowable Travel Expenses

When authorized in writing by the department head or his/her designee, employees will be reimbursed for all reasonable and necessary expenses incurred while conducting City

business. In accordance with SMC 4.72, the following are allowable travel expenses:

- 2.1.1 Registration fees for conventions, seminars and similar events.
- 2.1.2 Meal expenses will be paid for when travel outside the City is not a routine or normal part of an employee's job.
- 2.1.3 Lodging expenses when travel requires an overnight stay.
- 2.1.4 Transportation to and from travel destination or mileage expenses in accordance with SMC 4.70.025.
- 2.1.5 Local ground transportation or car rental.
- 2.1.6 Other reasonably necessary expense incurred related to the conduct of City business. These include, but are not limited to writing materials, reading materials and telecommunication.
- 2.1.7 The City will pay miscellaneous travel expenses essential to the transaction of City business, either directly, or through employee reimbursement. The employee must provide receipts, or other proof, of miscellaneous travel expenses claimed. These reimbursable expenses include, but are not limited to:
 - (a) Registration fees required in connection with attendance at an approved meeting, conference, convention, or training session.
 - (b) Charges for facsimile (FAX) or copy services related to City business.

2.2 Other Allowable Expenses

2.2.1 Prospective Employees Interview Expenses

When payment of reasonable and necessary expenses incurred by job applicants from outside of Seattle are approved, pursuant to SMC 4.14.100, the expenses must be incurred in accordance with the City's adopted travel policies and procedures.

2.2.2 Applicability to City Contractors

Consultants and others under contract with the City may only charge the City for travel in accordance with the City's adopted travel policies.

3.0 Disallowed Expenses

The following is a non-exclusive list of expenses that are not reimbursable.

<ul style="list-style-type: none">• Airfone charges• Airline club memberships• Airline upgrade certificates• Alcoholic beverages• Baby-sitting, child care• Barber, hair stylist, manicurist	<ul style="list-style-type: none">• Personal or chartered aircraft (unless it can be shown it was for legitimate City business and was the cheapest mode of transportation)• Personal entertainment, including theater/sports tickets, in-flight/in-
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<ul style="list-style-type: none">• Briefcases/luggage• Car washes• Clothing, including formal business attire rental• Dry cleaning, laundry• Fines• Flight insurance• Forfeitures• Free flight, hotel, or car rental coupons• Gambling losses and expenses• Gratuities and tips (other than what is already included in the meal per diem)• Gum, candy, or cigarettes• Lost luggage• Massage/spa charges• Penalties (other than airline en route changes outlined in section 7.0)• Personal credit card fees or interest charges• Personal property insurance	<ul style="list-style-type: none">• room movies, books• Personal telephone calls (except as provided in section 2.0)• Pet boarding or supplies• Shoe shines• Sports and social club dues/memberships• Supplemental car rental insurance• Theft or loss of personal property• Toiletries• Traffic, speeding, or parking tickets• Travel, lodging, and meal expenses for non-employees (i.e. family, vendors, and consultants) is not allowed. Under certain circumstances in which a <u>non-employee's</u> expenses are being paid through grant funds, the City Finance Director or his/her designee may make an exception to this policy and approve the payment of travel, meal and lodging expenses in accordance with the City's travel policies.
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4.0 Travel Arrangements

The City has contracts with designated travel agents that will be used to make travel arrangements for employees traveling on City business. Employees are required to make travel arrangements using the procedures established in this section and the services provided by the City's designated travel agent(s).

4.1 Travel Agent

- 4.1.1 All air, lodging, and car rental, for individual and group travel, must be booked through the City's designated travel agent(s).
- 4.1.2 The City's designated travel agent(s) will be required to arrange authorized travel services for City personnel to include the following:
 - (a) Booking and securing transportation reservations and issuing and delivering tickets (including travelers' itineraries for air, rail, bus, rental cars) to various City offices. Wherever possible, obtaining advance seat assignments will also be required.
 - (b) Booking and securing reservations for hotel/motel accommodations.
 - (c) Coordinating international travel arrangements, which will include, in addition to reservations and issuance/delivery of tickets, provision of State Department advisories for destination countries/cities; assistance in obtaining passports and/or

visas; and advice and/or documents regarding health requirements, foreign currency exchange, etc., pertinent to the traveler's destination(s).

- 4.1.3 The City's designated travel agent(s) will use the following guidelines when booking airline transportation:
- (a) The flight's departure or arrival time is within one hour before or after the requested departure or arrival time.
 - (b) One stop or connecting flights may be required if savings of \$200 or more can be achieved.
 - (c) Employees may consider a "Saturday" night stay if the air fare savings is greater than the additional costs of lodging and meals.
- 4.1.4 Employees should check with their supervisor to determine if one of the City's travel agents listed on the InWeb has been specifically designated for use by their department. The City's designated travel agents are identified on the InWeb Travel Page at: <http://inweb/finance/travel.htm>
- 4.1.5 Employees will use their department's published internal procedures when booking reservations with the travel agent.
- 4.1.6 When a conference sponsor requires a registrant to reserve lodging directly by using a form provided by the conference sponsor, the employee may do so. The employee will be required to indicate on the travel request form that lodging arrangements have been made in conjunction with the conference application.

4.2 Traveler Profile Form

Employees who expect to travel frequently, may choose to complete a traveler profile form provided by the City or the City's designated travel agent(s). This information will be used to ensure that the pertinent details about the traveler are always readily available to the agent(s).

5.0 Meal & Other Expenses

Meal expenses are covered by two different meal rates. The allowable meal allowance or meal per diem includes the cost of the meal(s) and tips based on either the current Runzheimer Cost Index or the Federal Meal Per Diem Rate by travel destination. The City will determine whether the Runzheimer Cost Index or the Federal Meal Per Diem Rate will be used for payment of meal expenses based on the following conditions:

- (a) Non-represented Employees: Meal expenses for employees who are not represented by a collective bargaining agreement will be paid for under the current Federal Meal Per Diem Rate.
- (b) Non-represented Exceptions: A department head or his/her designee may authorize the use of the current Runzheimer Cost Index for meals instead of the current Federal

meal Per Diem Rate.

- (c) Represented Employees: Meal expenses for employees who are represented by a collective bargaining agreement will be paid for under the current Runzheimer Cost Index unless otherwise negotiated with the appropriate bargaining agent.

5.1 Meal Expenses – Federal Meal Per Diem Rate

- 5.1.1 The City will pay a per diem amount for meals and incidental expenses, based on the Federal Meal Per Diem Rate for meals by location. These meal per diem amounts include tips.
- 5.1.2 The amount of the authorized meal per diem is calculated by day. The Federal Meal Per Diem Rate requires reductions of per diem allowances for partial days.
- 5.1.3 If meals are included in a lodging, conference or training registration fee, the employee's daily per diem will be adjusted accordingly.
- 5.1.4 Allowable meal per diems based on the Federal Meal Per Diem Rate should be given to the employee prior to departure on City business. Trips should be planned far enough in advance so that employees will receive the per diem in his/her paycheck prior to departure. If there is insufficient time to provide the per diem in the employee's paycheck prior to departure, the employee shall receive the per diem either via a warrant or in the next available paycheck.
- 5.1.5 Information and rates related to the current Federal Meal Per Diem Rate are available on the InWeb at: <http://inweb/finance/travel.htm>

5.2 Meal Expenses – Runzheimer Cost Index

- 5.2.1 The City will pay the allowable amount for meals and incidental expenses, based upon the Runzheimer Cost Index listing of meal allowances by location. These meal allowances include tips.
- 5.2.2 The amount of the authorized meal allowance is determined on a per meal basis dependent upon the departure time from Seattle and the arrival time on return to Seattle. Snacks and/or meals served on airlines will not reduce the meal allowance.
- 5.2.3 If meals are included in a lodging, conference or training registration fee, the employee's daily per diem will be adjusted accordingly. A "continental" breakfast provided at a meeting, conference or training session will not reduce the employee's meal allowance.
- 5.2.4 If the employee requires a cash advance to cover meal expenses, trips should be planned far enough in advance so that a request for cash advance can be processed prior to the employee's departure.
- 5.2.5 Payment of meal expenses will be based on actual expenses per meal, based on the allowable maximum established by the Runzheimer Cost Index. For payment and

reimbursement of meal expenses, employees are required to collect meal receipts for all allowable expenses incurred and to submit those receipts with their expense report.

- 5.2.6 The employee is required to refund meal allowances in excess of the actual expenses incurred in accordance with Section 4.4 of the Travel Policies and Procedures.
- 5.2.7 The City's C-card may be used to pay for meals that are covered by the Runzheimer Cost Index. If an employee receives a meal allowance in advance, the C-card may not be used to pay for those meal expenses.
- 5.2.8 Information and rates related to the Runzheimer Cost Index is available on the InWeb at: <http://inweb/finance/travel.htm>

5.3 Reimbursement of Meal Expenses Exceeding the Allowable Per Diem

- 5.3.1 Elected officials and federal coordinators of the Office of Intergovernmental Relations may be reimbursed for actual meal expenses in lieu of a flat per diem only when the City business to be conducted occurs during a meal where the actual expense of that meal exceeds the maximum allowable per diem rate.
- 5.3.2 The elected official, department head or federal coordinators of the Office of Intergovernmental Relations may only seek reimbursement from the City for his/her meal.
- 5.3.3 The elected official, department head or federal coordinators of the Office of Intergovernmental Relations must keep and submit receipts for any meal for which he/she will be reimbursed for actual meal expenses incurred.
- 5.3.4 The elected official, department head or federal coordinators of the Office of Intergovernmental Relations may not receive per diem for any meal in which he/she is reimbursed under this section.
- 5.3.5 Elected officials, department heads and federal coordinators of the Office of Intergovernmental Relations are expected to use the Federal Meal Per Diem Rate for all other meals that do not meet the circumstances set forth in Section 5.3.1.
- 5.3.6 When the State Legislature is in session, in lieu of reimbursement for meals in accordance with the these rules, policies and procedures, employees, claims approved by employees of the Office of Intergovernmental Relations shall receive an amount equal to the per diem established for the Washington State Legislature pursuant to RCW 44.04.080. No portion of such funds may be used for promotional hosting. (SMC 4.72.080)

6.0 Lodging Expenses

- 6.0.1 The Runzheimer Cost Index will be used for determining the maximum allowable expense for lodging for the travel destination. Expenses exceeding the maximum allowable lodging rate will be allowed under the following circumstances.

- (a) Exceptions may be made to the Runzheimer Cost Index for lodging when:
 - 1) The lodging facility serves as the location for the event which is the purpose of the City business, or
 - 2) The event sponsor arranges lodging for the event participant, the cost of the lodging is allowable, even if it exceeds the Runzheimer Cost Index.
 - (b) If the hotel where the event is scheduled is unavailable to the employee and lodging in the nearest hotel exceed the maximum Runzheimer Cost Index lodging rate for that City, the employee's supervisor may approve lodging expenses at the higher rate.
 - (c) When the State Legislature is in session, in lieu of reimbursement for lodging in accordance with the these rules, policies and procedures, approved claims by employees of the Office of Intergovernmental Relations, shall receive an amount equal to the per diem established for the Washington State Legislature pursuant to RCW 44.04.080. No portion of such funds may be used for promotional hosting. (SMC 4.72.080)
- 6.0.2 Lodging expenses incurred at a facility located at the employee's official duty station or official residence are prohibited.
- 6.0.3 Allowable lodging expenses include the cost of lodging and any applicable sales taxes and/or hotel/motel taxes.
- 6.0.4 Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a commercial lodging facility.
- 6.0.5 The City's C-card may be used to guarantee a reservation.
- 6.0.6 If reserved rooms are not needed, it is the traveling employee's responsibility to make sure the room is canceled. The employee may cancel the reservation directly or through the City's travel agent(s).

7.0 Transportation Expenses

7.1 Airline Transportation

- 7.1.1 Payment by the City for first class air travel is not allowed.
- 7.1.2 All airline tickets are required to be booked with the City travel agent(s) in advance and expensed at the lowest available airfare, unless otherwise approved by the department head or his/her designee. If the lowest possible fare is a non-refundable, non-transferable ticket, this ticket should be booked at this rate, unless otherwise approved by the department head or his/her designee. To assist with travel planning, employees should consider booking airline reservations 7-21 days or more prior to travel in order to guarantee the lowest fares.
- 7.1.3 Employees may consider a "Saturday" night stay if the air fare savings is greater than

the additional costs of lodging and meals.

- 7.1.4 Employees may only change booked airline tickets using the following conditions:
- (a) An employee will use the designated travel agent(s) to make the necessary changes to travel arrangements, unless otherwise approved by the department head or his/her designee.
 - (b) If the employee cannot make the change using the City travel agent, then they should notify the designated travel agent of the change upon their return.
 - (c) An employee may change an airline ticket if the change does not increase the original price of the ticket and if the change involves only the minimum ticket change penalty. If the conduct of City business requires a change in the ticket, the employee may change the ticket and if the same airfare is not available, may change the price of the ticket.
- 7.1.5 Employees may specify one or more preferred carriers in his/her Traveler Profile Form. If the same low airfare is offered by more than one airline, the City's travel agent(s) may book the flight on an employee's preferred carrier.
- 7.1.6 Traveling employees may retain frequent flier mileage program benefits for their personal use. It is the City's policy that participation in these programs may not result in any incremental cost to the City beyond the lowest available fare, as defined in Section 7.1.2.
- 7.1.7 Airline tickets should be invoiced to the City by the City's designated travel agent(s).
- 7.1.8 When airline tickets have been issued for travel on City business, they are the property of the City. When travel arrangements are canceled after airline tickets have been issued, the unused tickets are required to be returned immediately to the employee's department director or designee.
- 7.1.9 If the airline ticket is refundable, the department director or his/her designee will return the ticket to the City's designated travel agent(s) for processing of a credit.
- 7.1.10 If the airline ticket is non-refundable and non-transferable, the department director or designee will be responsible for retaining the ticket for future use by the employee. Non-refundable, non-transferable tickets have a dollar value for up to one year after the issue date, but may only be used by the named passenger for travel on the listed carrier.
- 7.1.11 Unused portions of any airline ticket must be returned to the department director or designee.

7.2 Car Rentals

- 7.2.1 Employees are required to make all car rental reservations through the City's travel agent(s). The City's travel agent(s) will be required to use the City's blanket vendor, when feasible. The City travel agent(s) will be given a list of vendors and instruction

on using the City's blanket contract(s).

- 7.2.2 All car rentals should be for intermediate-size cars or smaller, unless four or more people are traveling together or are otherwise approved by the department head or his/her designee.
- 7.2.3 If a rental car has been reserved and is not needed, it is the employee's responsibility to immediately cancel the car rental reservation. The employee may cancel the reservation directly with the car rental agency or through the City's travel agent(s).

7.3 Ground Transportation and Use of Personal Vehicle

- 7.3.1 The City encourages employees to use local public or other commuter ground transportation (i.e. city buses or airport shuttle services) whenever possible. Employees should use rental cars only when other means of transportation are unavailable, more costly, or impractical.
- 7.3.2 Whenever possible, the City encourages employees to use bus, taxi, subway, ferry, hotel shuttle service or other similar ground transportation between the airport and hotel.
- 7.3.3 Employees may be reimbursed for ground transportation expenses to and from SeaTac Airport. If a personal vehicle is used, the employee will be reimbursed at a rate established in accordance with SMC 4.70.025. The combined mileage expense and cost for parking a vehicle at SeaTac Airport while on a City business trip will be reimbursed based on the amount equivalent to the cost of the round trip taxi or shuttle fare from the airport to the employee's home or duty station.
- 7.3.4 If a group of employees are traveling to an event or meeting within reasonable driving distance from Seattle, a City Motor Pool vehicle or City vehicle assigned to the department may be used if it is more cost-effective than renting a vehicle from a car rental agency.
- 7.3.5 Business use of a personal vehicle will be reimbursed at a rate established in accordance with SMC 4.70.025.
- 7.3.6 Receipts are required for all transportation expenses in excess of ten dollars (\$10.00). This does not include mileage reimbursement.

8.0 Travel Request Form Approval Procedures

All departments will use the City's Travel Request and Expense Report Form found on the InWeb at: <http://inweb/finance/travel.htm>

- 8.0.1 The employee will request and receive the required departmental approvals prior to incurring any travel expenses. The official City Travel Request and Expense Report Form is available from your supervisor or can be found on the InWeb at: <http://inweb/finance/travel.htm>

- 8.0.2 The employee will complete the Travel Request and Expense Report Form using the instructions available on the InWeb at: <http://inweb/finance/travel.htm>
- 8.0.3 If the request requires air travel, the employee may be required by their department to contact the City's travel agent to obtain an estimate for the lowest airfare and lodging expenses.
- 8.0.4 Once the employee has completed the Travel Request and Expense Form, he/she will submit it for approval by their department head or his/her designee. Instructions for requesting department approval are provided on the Travel Request Form and Expense Form and from the employee's supervisor.
- 8.0.5 If the employee is required to complete a separate conference registration form, the employee should consult his/her department training coordinator and/or accounts payable supervisor to determine who is responsible for the conference/training registration.
- 8.0.6 If the employee is attending a meeting or conference that requires advance payment of registration fees, the employee should contact his/her department training coordinator and/or accounts payable supervisor to ensure that appropriate process is followed for making payment.
- 8.0.7 If the employee has not already done so, he/she should complete a Traveler Profile Form with the City's designated travel agent(s).

9.0 Paying for Travel Expenses

9.1 Meal Expenses

- 9.1.1 Employees eligible for the Federal Meal Per Diem Rate shall receive their meal allowance in advance of the trip. Employees are not required to collect meal receipts for the actual meal expenses and are not required to refund any unspent portion of the meal allowance, unless the trip is canceled.
- 9.1.2 Employees eligible for the Runzheimer Cost Index meal allowance may either use a C-card or request a cash advance for the maximum allowable meal allowance for their travel destination. The employee is required to collect meal receipts for actual expenses and is responsible for refunding the unspent difference. All receipts for actual expense must be attached to the employee's Travel Request and Expense Report Form.
- 9.1.3 Employees eligible for the Runzheimer Cost Index meal allowance may pay for their own meals within the allowable Runzheimer Cost Index rate for their destination and submit actual receipts for reimbursement on their Travel Request and Expense Report Form.

9.2 Transportation Expenses

- 9.2.1 Employees may use the City C-card to reserve and pay for all allowable car rental and related expenses. The employee is required to submit all car rental receipts for expenses incurred with their Travel Request and Expense Report Form.
- 9.2.2 Employees may reserve and pay for the allowable rental car expenses using personal funds. The employee is required to submit all car rental and related receipts with their Travel Request and Expense Report Form in order to receive reimbursement.
- 9.2.3 Employee will reserve and pay for car rental expenses through the City designated travel agent(s) when this service is available.
- 9.2.4 Receipts are required for all allowable miscellaneous transportation expenses (i.e. ground transportation, airport shuttle service, gas etc.) that are incurred while using a rental car. All miscellaneous ground transportation expenses must be reported on the City's Travel Request and Expense Report Form and be accompanied by receipts.

9.3 Miscellaneous Expenses

- 9.3.1 Employees incurring miscellaneous expenses are encouraged to use the C-card whenever possible to pay for those expenses.
- 9.3.2 Employee may submit receipts for allowable expenses on their Travel Request and Expense Report Form for reimbursement. Reimbursement of employee's miscellaneous expenses may be received in their paycheck

9.4 Cash Advance - Requests

- 9.4.1 Whenever possible, the City encourages the use of the C-card for miscellaneous travel expenses.
- 9.4.2 The City will issue cash advances for travel expenses at the request of the employee and with the approval of the department head or his/her designee.
- 9.4.3 If the employee receives a cash advance, they may not use the C-card for those expenses.

9.5 Cash Advance - Repayment

- 9.5.1 If a scheduled trip is canceled and the employee has already received a cash advance, then the employee is required to repay the City the full amount within 10 days of the cancellation of the trip.
- 9.5.2 An employee that fails to reimburse the City for the cash advance will be held liable for the outstanding balance.
- 9.5.3 If an employee fails to repay any portion of the cash advance, the City may withhold the necessary amount from the employee's wages.
- 9.5.4 If an employee is delinquent in repaying cash advances, future cash advance or

advance meal per diems will not be allowed until the debt is repaid.

- 9.5.5 Cash advances are under no circumstances considered a personal loan.
- 9.5.6 Any unauthorized expenditures of any such advance shall be deemed a misappropriation of public funds and shall result in appropriate disciplinary action.

9.6 Use of the City Commercial Credit Card (C-card)

- 9.6.1 A C-card may be available for use by traveling employees and is issued to employees at the discretion of each department.
- 9.6.2 The City's C-card may be used to pay air fares, lodging expenses, car rental, other ground transportation expenses, actual meal expenses, and other reimbursable expenses as approved by the employee's department.
- 9.6.3 Employee shall not charge any portion of travel expenses that are personal expenses on the City's C-card. Any unauthorized expenditures using the C-card shall be deemed a misappropriation of public funds and shall result in appropriate disciplinary action.

10.0 Expense Reporting Procedures

All City departments will use the City Travel Request and Expense Report form, which is available on the InWeb at: <http://inweb/finance/travel.htm>

10.1 Payment Procedures

It is the City's intent to pre-pay as many travel and related expenses through travel agent invoices, or through the use of the City's C-card when available. Whenever possible, it is the City's intention to reimburse employees for travel and related expenses via the employee's paycheck

10.1.1 Pre-Travel Expenses

- (a) Registration or conference fees that are not direct billed to the City may be paid for using a C-card. If a C-card is not available to an employee, payment of registration or conference fees may be paid for through accounts payable through the reimbursement process.
- (b) Employees eligible for meal allowances using the Federal Meal Per Diem Rate shall be provided whenever possible with the maximum meal allowance for their destination prior to departure via their payroll check. The per diem will not be provided to the employee any earlier than the last paycheck prior to the beginning of the employee's travel. If it is not possible to provide the employee's meal per diem in the last paycheck prior to the beginning of travel, then the employee shall receive the meal allowance via warrant or in the next possible paycheck.

- (c) Employees eligible for meal allowances using the Runzheimer Cost Index may request a cash advance for meal allowances for their destination. Employees are required to submit receipts for all actual expenses and refund any unspent cash advance.

10.1.2 Post-travel Expenses

- (a) Managers and supervisors approving a travel request are responsible for ensuring that claims for reimbursement from approved trips comply with City policies and procedures.
- (b) If major errors, such as a non-reimbursable expense or expenses in excess of set per diems, are detected, the expense report should be returned to the employee, noting the errors, and requesting the employee resubmit his/her expense report. If the employee resubmits the questioned expenses for reimbursement, the employee's supervisor must approve the resubmitted expense report. Only after receiving the approved expense report, will Accounts Payable process the expense report.
- (c) If Accounts Payable finds any minor errors, such as a mistake in addition or subtraction, it shall correct the error, notify the employee via email of the change, and then process the expense report.

10.2 Expense Report Procedures

Expense reporting is included on the City's Travel Request and Expense Report Form. The Travel Request and Expense Report Form may be completed manually or electronically. The Travel Request and Expense Report Form and instructions for completing the form are available on the InWeb at: <http://inweb/finance/travel.htm>. The following sections provide additional information related to completing the Travel Request and Expense Report Form.

- 10.2.1 Meal Expenses: Federal Meal Per Diem Rate: If the employee received an advance meal allowance using the Federal Meal Per Diem Rate, the employee will not be required to itemize meal expense or submit receipts for the actual cost.
- 10.2.2 Meal Expenses: Runzheimer Cost Index: If the employee received a cash advance or is requesting reimbursement for meals using the Runzheimer Cost Index for meals, the employee is required to submit receipts for all meals.
- 10.2.3 Lodging Expenses: The employee is required to submit receipts for all lodging expenses.
- 10.2.4 Transportation Expenses: The employee is required to submit receipts for all car rental and ground transportation expenses, excluding mileage.
- 10.2.5 Other Miscellaneous Expenses: The employee is required to submit receipts for all other reasonable and allowable expenses.

- 10.2.6 C-card Expense Transactions: Any travel or training costs incurred using the City's C-card shall be reconciled pursuant to the procedures developed for the City's C-card program. Receipts must be submitted for all C-card transactions. Information on the C-card can be located on the InWeb at: <http://inweb/finance/commercial.htm>
- 10.2.7 Submittal of Expense Reports: The employee is required to submit a paper copy of the City's Travel Request and Expense Report Form, with attached receipts, to his/her supervisor. Once approved, the supervisor shall forward the expense form and attached receipts to accounts payable.

10.3 Time and Labor System Data Entry

The appropriate department staff shall enter the necessary pay adjustment into the City's Time and Labor system in the manner outlined in the Time and Labor procedures.

11.0 Health and Safety of Traveling Employees

Ensuring the health and safety of employees traveling on City business is a top priority for the City. Employees are encouraged to be aware of health or safety issues that may impact their trip on behalf of the City. The employee is responsible for notifying his/her supervisor of any health or safety issue that may cause travel to be altered or for additional expenses to be incurred.

11.1 Emergency Situations

- 11.1.1 Altering travel arrangements for health and/or safety reasons, which will result in added travel expenses, require pre-approval whenever possible from the employee's supervisor. In emergency situations, the employee's supervisor should be contacted as soon as possible. All added travel expenses due to illness, safety issues or other similar emergency should be indicated on the employee's travel Expense Report claim. The Travel Request and Expense Report claim should include an explanation of the health and safety issue, the name of the supervisor who approved the added expense and the date the employee contacted the supervisor.
- 11.1.2 When travel plans are interrupted and/or altered because of severe inclement weather, which may cause additional costs to be incurred, the employee should notify his/her supervisor as soon as possible. The reason for added expenses should be identified with a brief description on the employee's Travel Request and Expense Report Form. The supervisor's name shall be printed or typed on the form, and he/she should place his/her initials and the date that they were notified of the added expenses on the Travel Request and Expense Report Form.

11.2 Health-Care Coverage When Away From Seattle

An employee who is traveling away from Seattle should familiarize himself/herself with his/her respective health care provider's out of town coverage. The City encourages employees to carry his/her health care card whenever traveling on City business.

Appendix InWeb Links

- A. *City Travel Information InWeb Page*
 - *Travel Request and Expense Report Form*
- B. *City Designated Travel Agents WebPage(s)*
- C. *Commercial Credit Card C-card InWeb Page*



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

MEMORANDUM

DATE: July 8, 1999

TO: Honorable Sue Donaldson, President
Seattle City Council

FROM: Dwight Dively, Director *DD*
Executive Services Department

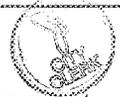
SUBJECT: AN ORDINANCE amending Seattle Municipal Code Chapter 4.72 Travel Expenses and Chapter 4.14 Executive Recruiting.

I am pleased to submit the attached ordinance, which will revise the Seattle Municipal Code (SMC) to incorporate recommendations that were developed as part of the City's Copernicus Project. As you know, Copernicus Project staff is in the process of redesigning existing procurement policies and procedures to more closely align them with the City's business objectives. The attached ordinance, which is one part of that effort, streamlines the City's travel policies and procedures, enabling us to keep pace with changes in technology and other travel-related business practices. I have also attached a copy of the proposed Travel Policies and Procedures that will provide City employees with detailed guidance regarding travel during the course of conducting City business.

A tremendous amount of time and effort has gone into revising these policies. I would like to thank Melody Mociulski, Kathy Peterson, and the rest of the Copernicus Project staff for a job well done. If you have any questions, or would like to schedule a briefing on this matter, please feel free to call me at 4-5212, or Melody Mociulski at 684-5022.

Thank you.

cc: Paul Schell, Mayor
Maud Daudon, Mayor's Office
Melody Mociulski
Kathy Peterson



ORDINANCE 119578

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2
3
4 AN ORDINANCE, amending Seattle Municipal Code Chapter 4.72 Travel Expenses and
5 Chapter 4.14 Executive Recruiting.
6

7 WHEREAS, the City's Copernicus Project staff is in the process of redesigning existing
8 procurement policies and procedures to align them more closely with Seattle City
9 government's business objectives; and
10

11 WHEREAS, streamlining the City's travel policies and procedures is one part of that effort;
12 and
13

14 WHEREAS, implementing Copernicus Project recommendations to streamline Citywide
15 rules, policies and procedures will allow City employees to more easily apply those
16 rules, policies and procedures; and
17

18 WHEREAS, the City's existing legislation regarding travel expenses is outdated and
19 prevents the City from taking advantage of new and emerging technologies to help
20 manage travel related expenses; Now Therefore,
21

22 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**
23

24 **Section 1.** Subsection A of Section 4.72.010 of the Seattle Municipal Code, as last
25 amended by Ordinance 116368, is further amended as follows:
26

27 A. Expenses Involving Travel Outside the City for Period of Less Than
28 Twenty-four (24) Hours and Not Requiring Overnight Lodging. Reimbursement shall be
29 made for actual expenses for:
30

31 3. Meals, when travel outside the City is not a routine or normal part of an
32 employee's job, provided that reimbursement shall not exceed the amount established by the
33 ~~City Finance~~ Executive Services Director or his/her designee, by rule as hereafter
34 authorized, and

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4. Other reasonably necessary expenses incurred related to the conduct of City business including, but not limited to, writing materials, reading materials and ~~telephone and telegraph communications~~ telecommunications.

Section 2. Subsection B of Section 4.72.010 of the Seattle Municipal Code, as last amended by Ordinance 116368, is further amended as follows:

B. Expenses Involving Travel for Periods Requiring Overnight Lodging.

Reimbursement shall be made for actual expenses incurred for:

5. Lodging, provided that the reimbursement shall not exceed the amount established by the ~~City Finance~~ Executive Services Director or his/her designee, by rule as hereafter authorized;

6. Meals, provide that reimbursement shall not exceed the amount established by the ~~City Finance~~ Executive Services Director or his/her designee, by rule as hereafter authorized; and

7. Other reasonably necessary expenses incurred related to the conduct of City business including, but not limited to, writing materials, reading materials and ~~telephone and telegraph communications~~ telecommunications.

Section 3. Subsection A of Section 4.72.020 of the Seattle Municipal Code, as last amended by Ordinance 118416, is further amended as follows:

1 A. ~~Claims for reimbursement of expenses other than mileage and incidentals shall be~~
2 ~~accompanied by invoices and/or receipts showing payment of such claimed expenses,~~
3 ~~provided that the cost of air or railroad travel, and convention, seminar or other~~
4 ~~registration fees, may be billed directly to the appropriate City department. Invoices~~
5 ~~and/or receipts showing payment of overnight lodging expenses shall have clearly~~
6 ~~identified thereon the single occupancy rate for the accommodations utilized. Invoices~~
7 ~~and/or receipts shall be required for food expenses incurred within and outside the City.~~
8 ~~Upon written request and explanation stating sufficient reasons for failure to submit~~
9 ~~required invoices and/or receipts, the City Finance Director may waive such~~
10 ~~requirement. Claims for reimbursement of certain expenses will be permitted in~~
11 ~~accordance with the rules, policies, and procedures established by the Executive Services~~
12 ~~Director or his/her designee.~~

13
14 **Section 4.** Section 4.72.040 of the Seattle Municipal Code, as last amended by
15 Ordinance 107447, is further amended as follows:

16 No claim for reimbursement for expenses or any per diem allowance shall be paid
17 unless approved by the appropriate department head; ~~provided, that~~ or his/her designee.
18 ~~claims by the Secretary and Chief Examiner of the Civil Service Department shall be~~
19 ~~approved by the Chairman of the Civil Service Commission, claims by the Chief Librarian~~
20 ~~shall be approved by the Chairman of the Library Board of Trustees, claims by the~~
21 ~~Executive Secretary of the City Employees' Retirement System shall be approved by the~~
22 ~~Chairman of the Board of the retirement system, and e Claims by employees of the City's~~

Chairperson

1 Boards and Commissions shall be approved by the Chairman, Board of Administrators or
2 his/her designee. Claims by elected City officers shall be authorized and approved by each
3 such officer.

4
5 **Section 5.** Section 4.72.050 of the Seattle Municipal Code, as last amended by
6 Ordinance 116368 is further amended as follows:

7 SMC 4.72.050 Advance cash allowances – When Allowed.

8 ~~All officers and employees of the City may receive advance cash allowances~~
9 ~~covering anticipated reimbursable expenses to be incurred in the course of conducting City~~
10 ~~business involving travel outside the City. Such advance allowances shall be made upon the~~
11 ~~prior request of such officers and employees approved by the City Finance Director where~~
12 ~~the nature and duration of travel justifies such advance or failure to make such advance~~
13 ~~would result in economic inconvenience to such officer or employee. Requests for advances~~
14 ~~shall be made on such form as shall be prescribed by the City Finance Director who shall~~
15 ~~issue warrants therefor not more than five (5) days prior to commencement of the authorized~~
16 ~~travel, provided, that advances to officers and employees of the Lighting and Water~~
17 ~~Departments may be made by the respective heads of such departments from the appropriate~~
18 ~~revolving funds.~~ Advance cash allowances for travel on City business will be permitted
19 pursuant to rules, policies, and procedures established by the Executive Services Director or
20 his/her designee.
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Section 6. Section 4.72.060 of the Seattle Municipal Code, as last amended by Ordinance 106525, is further amended as follows:

~~Cash allowances advanced pursuant to Section 4.72.050 shall be accounted for and/or repaid within ten (10) days following the completion of travel, and failure to do so shall render the officer or employee receiving such advance personally liable for the full unpaid amount plus interest at ten percent (10%) per year until repaid. No advance shall be made to any officer or employee who is delinquent in accounting for or repaying a prior cash advance. Under no circumstances shall any cash advance be considered as a personal loan to any officer or employee and any unauthorized expenditure of any such advance shall be deemed a misappropriation of public funds. Repayment of advance cash allowances for travel on City business will be subject to the rules, policies, and procedures established by the Executive Services Director or his/her designee.~~

Section 7. Section 4.72.070 of the Seattle Municipal Code, as last amended by Ordinance 116368, is further amended as follows:

SMC 4.72.070 ~~Disallowed expenses - Exceptions.~~ Allowable and disallowable expenses.

~~A. No reimbursement shall be authorized or allowed for:~~

~~1. Fines, penalties, and/or forfeitures;~~

~~2. Tobacco, alcoholic beverages, entertainment, clothing, sundries, gratuities except~~

~~as hereafter provided, personal telephone calls or telegrams, or other like personal items;~~

1 3. ~~Meals or lodging in lieu of other meals and/or lodging the expense of which is~~
2 ~~included in a convention or other registration fee.~~

3 4. ~~First class travel accommodations unless coach or economy accommodations~~
4 ~~were not available, provided that upon written request and explanation stating sufficient~~
5 ~~reasons therefor, the City Finance Director may waive this limitation;~~

6 5. ~~Meals in lieu of other meals or food service provided during periods of travel by~~
7 ~~a carrier and included in the fare charged; and~~

8 6. ~~Meals sponsored by business, community or service organizations.~~

9 B. ~~Exceptions. Gratuities: Payment for table service at restaurant, commonly~~
10 ~~known as a "tip" not to exceed fifteen percent (15%) of the restaurant price of the meal,~~
11 ~~including applicable taxes, is reimbursable as a reasonable and necessary part of the cost of a~~
12 ~~meal. Allowable and disallowable expenses shall be determined pursuant to the rules,~~
13 ~~policies, and procedures established by the Executive Services Director or his/her designee.~~

14
15 Section 8. Subsections A, B, C, and D of Section 4.72.080 of the Seattle Municipal
16 Code, as last amended by Ordinance 116368, are further amended as follows:

17 The ~~City Finance Director~~Executive Services Director or his/her designee is
18 authorized to promulgate rules, policies, and procedures ~~and regulations~~, consistent with this
19 chapter. ~~and the City's Administrative Code (Chapter 3.02, Seattle Municipal Code;~~
20 ~~Ordinance 102228, as amended), establishing standards and procedures for effectively~~
21 ~~carrying out the requirements of this chapter. In establishing reimbursement rates for meals~~
22 ~~and lodging, the City Finance Director shall be guided by the following principles: The~~

1 rules, policies, and procedures promulgated by the Executive Services Director or his/her
2 designee shall be made available from his/her office or from other identified locations.

3 A. Rates of reimbursement for meals and lodging shall be determined by the
4 Executive Services Director or his/her designee and shall be identified in the rules, policies,
5 and procedures promulgated by the Executive Services Director or his/her designee. Rates
6 of reimbursement for meals and lodging shall be based upon and not exceed, the average
7 cost for meals and lodging (single occupancy) reflected in a national comparative cost index,
8 such as the Runzheimer Meal Lodging Cost Index or the Federal Per Diem Index, for the
9 city visited by the officer or employee requesting reimbursement. If such indices do not list
10 a particular city or other locale, the City Finance Director shall establish reimbursement
11 rates based upon listings for cities or other locales having comparable cost of living rates or
12 other accepted comparative economic indices.

13
14 B. If the hotel or other lodging facility serves as the location for a convention,
15 seminar or similar event which is the purpose of the City business, or if the event sponsor
16 arranges lodging at a hotel or other lodging facility for event participants, the allowable
17 reimbursement per diem for lodging shall not exceed the cost of lodging arranged by the
18 sponsors of such event. When the State Legislature is in session, in lieu of reimbursement
19 for meals and lodging in accordance with the rules, policies, and procedures established by
20 the Executive Services Director or his/her designee, claims approved for employees in the
21 Office of Intergovernmental Relations, shall receive an amount equal to the per diem
22 established for the Washington State Legislature pursuant to RCW 44.04.080, as now or

1 hereafter amended or succeeded. No portion of such funds may be used for promotional
2 hosting.

3
4 ~~C. If notice of City business was not adequate to allow the officer or employee to find~~
5 ~~lodging at the rate established by the City Finance Director, reimbursement for lodging may~~
6 ~~exceed such reimbursement amount up to ten percent (10%).~~

7
8 ~~D. When the State Legislature is in session, employees occupying the positions of~~
9 ~~Intergovernmental Affairs Coordinator and State Legislative Advocate, or successor position~~
10 ~~comparable thereto, shall receive, in lieu of reimbursement for meals and lodging in the~~
11 ~~manner and at the rates provided above, an amount equal to the per diem established for the~~
12 ~~Washington State Legislature pursuant to RCW 44.04.080, now or hereafter amended or~~
13 ~~succeeded. No portion of such funds may be used for promotional hosting.~~

14
15 **Section 9.** Section 4.72.090 of the Seattle Municipal Code, as last amended by
16 Ordinance 116368, is hereby repealed.

17 ~~The City Finance Director shall annually prepare and provide to the Mayor and the~~
18 ~~City Council a report regarding expenditures authorized by this chapter.~~

19
20 **Section 10.** Section 4.72.180 of the Seattle Municipal Code, as established by
21 Ordinance 95244, is hereby repealed.

1 ~~As authorized by Chapter 116, Laws of Washington 1965, such officers and~~
2 ~~employees of the Lighting Department as may be designated in writing from time to time by~~
3 ~~the Superintendent of Lighting may, in lieu of other methods of reimbursement authorized~~
4 ~~by law, be reimbursed for meals, lodging and other related expenses incident to the~~
5 ~~performance of duty on the following per diem basis:~~

6 ~~A. Where such expenditures are incurred within or without the City, but do not~~
7 ~~require overnight lodging: Fifteen Dollars (\$15.00) per day or any portion thereof]~~

8 ~~B. Where such expenditures are incurred and require overnight lodging: Thirty five~~
9 ~~Dollars (\$35.00) per day or any portion thereof.~~

10
11 **Section 11.** Section 4.72.190 of the Seattle Municipal Code, as established by
12 Ordinance 95244, is hereby repealed.

13 ~~The per diem rates for reimbursement authorized in Section 4.72.180 shall be in~~
14 ~~addition to reimbursement for actual expenditures for transportation, registration fees and~~
15 ~~similar purposes.~~

16
17 **Section 12.** Section 4.14.100 of the Seattle Municipal Code, as last amended by
18 Ordinance 117258, is further amended as follows:

19 When the appointing authority of an employing unit deems it necessary for the
20 successful recruitment of qualified persons for key positions ~~in the service of the employing~~
21 ~~unit~~, he or she may, upon the approval of the Budget Director and the filing of a claim
22 therefor, authorize payment of reasonable and necessary expenses incurred by applicants

1 from out of the City for traveling to and from Seattle for the purpose of being interviewed
2 for employment by the City in that unit. All authorized travel expenses are subject to the
3 rules, policies, and procedures established by the Executive Services Director or his/her
4 designee. Payment of authorized expenses may be made in advance by the employing unit
5 for the applicant(s), or the applicant(s) may be reimbursed for authorized expenses paid out
6 of pocket. Authorized expenses shall include lodging, meals, incidentals, and transportation
7 from such applicant's place of residence to Seattle and return to such place of residence, or
8 mileage in accordance with the mileage reimbursement rate established in SMC Chapter
9 4.70, provided that payment for mileage shall not exceed the round-trip airfare of a common
10 carrier, ~~and provided further that no payment shall be authorized for:~~ No payment shall be
11 authorized for expenses deemed disallowable pursuant to rules, policies, and procedures
12 established by the Executive Services Director or his/her designee.

13 ~~A. Fines, penalties, and/or forfeitures;~~

14 ~~B. Tobacco, alcoholic beverages, entertainment, gratuities, personal telephone calls~~
15 ~~and telegrams, or other like personal items;~~

16 ~~C. First class travel accommodations unless coach or economy accommodations~~
17 ~~were not available, or~~

18 ~~D. Meals in lieu of other meals for food service provided during the period of travel~~
19 ~~by a carrier and included in the fare charged.~~

20
21 **Section 13.** Section 4.14.120 of the Seattle Municipal Code, as last amended by
22 Ordinance 117258, is further amended as follows:

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Authorized claims for payment of expenses other than for mileage and incidentals shall be submitted to the City Finance Director or his/her designee by the employing unit in accordance with the rules, policies, and procedures set forth by the Executive Services Director or his/her designee. ~~authorized to make the payment and shall be accompanied by invoices and/or receipts showing payment of such claimed expenses. Invoices and/or receipts showing payment of overnight lodging expenses shall have clearly identified thereon the rate for the accommodations utilized.~~

Section 14. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by Municipal Code Section 1.04.020.

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Section 15. Any acts consistent with and prior to the effective date of this Ordinance are hereby ratified and confirmed.

Passed by the City Council the 2nd day of August, 1999, and signed by me in open session in authentication of its passage this 2nd day of August, 1999.

Richard J. McDevor
President _____ of the City Council

Approved by me this 6th day of August, 1999.

Paul Schell
Paul Schell, Mayor

Filed by me this 6th day of August, 1999.

City Clerk

(SEAL)

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Matthew Cho

_____	_____
_____	_____
_____	_____
_____	_____

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____



PRESIDENT'S SIGNATURE

STATE OF WASHINGTON - KING COUNTY

108987
City of Seattle, City Clerk

—ss.

No. ORD IN FULL

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CT:ORD 119578/FULL

was published on

08/17/99

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

R. Patterson
Subscribed and sworn to before me on
08/17/99
McQuinn

Notary Public for the State of Washington,
residing in Seattle

City of Seattle

ORDINANCE 116678

AN ORDINANCE, amending Seattle Municipal Code Chapter 4.72 Travel Expenses and Chapter 4.14 Executive Recruiting.

WHEREAS, the City's Copernicus Project staff is in the process of redesigning existing rules, policies and procedures to align them more closely with Seattle City government's business objectives, and

WHEREAS, streamlining the City's travel policies and procedures is one part of that effort, and

WHEREAS, implementing Copernicus Project recommendations to streamline Citywide rules, policies and procedures will allow City employees to more easily apply those rules, policies and procedures; and

WHEREAS, the City's existing legislation regarding travel expenses is outdated and prevents the City from taking advantage of new and emerging technologies to help manage travel related expenses; Now Therefore,

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Subsection A of Section 4.72.010 of the Seattle Municipal Code, as last amended by Ordinance 116368, is further amended as follows:

A. Expenses Involving Travel Outside the City for Period of Less Than Twenty-four (24) Hours and Not Requiring Overnight Lodging. Reimbursement shall be made for actual expenses for:

3. Meals, when travel outside the City is not a routine or normal part of an employee's job, provided that reimbursement shall not exceed the amount established by the City Finance Executive Services Director or his/her designee, by rule as hereafter authorized, and

4. Other reasonably necessary expenses incurred related to the conduct of City business including, but not limited to, writing materials, reading materials and telephone and telegraph communications telecommunications.

Section 2. Subsection B of Section 4.72.010 of the Seattle Municipal Code, as last amended by Ordinance 116368, is further amended as follows:

B. Expenses Involving Travel for Periods Requiring Overnight Lodging. Reimbursement shall be made for actual expenses incurred for:

5. Lodging, provided that the reimbursement shall not exceed the amount established by the City Finance Executive Services Director or his/her designee, by rule as hereafter authorized;

6. Meals, provide that reimbursement shall not exceed the amount established by the City Finance Executive Services Director or his/her designee, by rule as hereafter authorized, and

7. Other reasonably necessary expenses incurred related to the conduct of City business including, but not limited to, writing materials, reading materials and telephone and telegraph communications telecommunications.

Section 3. Subsection A of Section 4.72.020 of the Seattle Municipal Code, as last amended by Ordinance 118416, is further amended as follows:

A. Claims for reimbursement of expenses other than mileage and incidentals shall be

and/or repaid within ten (10) days following the completion of travel, and failure to do so shall render the officer or employee receiving such advance personally liable for the full unpaid amount plus interest at ten percent (10%) per year until repaid. No advance shall be made to any officer or employee who is delinquent in accounting for or repaying a prior cash advance. Under no circumstances shall any cash advance be considered as a personal loan to any officer or employee and any unauthorized expenditure of any such advance shall be deemed a misappropriation of public funds. Repayment of advance cash allowances for travel on City business will be subject to the rules, policies, and procedures established by the Executive Services Director or his/her designee.

Section 7. Section 4.72.070 of the Seattle Municipal Code, as last amended by Ordinance 116368, is further amended as follows:

SMC 4.72.070 Disallowed expenses—Exceptions. Allowable and disallowable expenses.

A. No reimbursement shall be authorized or allowed for:

1. Fines, penalties, and/or forfeitures;
2. Tobacco, alcoholic beverages, entertainment, clothing, sundries, gratuities except as hereafter provided, personal telephone calls or telegrams, or other like personal items;
3. Meals or lodging in lieu of other meals and/or lodging the expense of which is included in a convention or other registration fee.

4. First class travel accommodations unless coach or economy accommodations were not available, provided that upon written request and explanation stating sufficient reasons therefor, the City Finance Director may waive this limitation;

5. Meals in lieu of other meals or food service provided during periods of travel by a carrier and included in the fare charged; and

6. Meals sponsored by business, community or service organizations.

B. Exceptions—Gratuities—Payment for table service at restaurant, commonly known as a "tip" not to exceed fifteen percent (15%) of the restaurant price of the meal, including applicable taxes, is reimbursable as a reasonable and necessary part of the cost of a meal. Allowable and disallowable expenses shall be determined pursuant to the rules, policies, and procedures established by the Executive Services Director or his/her designee.

Section 8. Subsections A, B, C, and D of Section 4.72.080 of the Seattle Municipal Code, as last amended by Ordinance 116368, are further amended as follows:

The City Finance Director Executive Services Director or his/her designee is authorized to promulgate rules, policies, and procedures and regulations, consistent with this chapter, and the City's Administrative Code (Chapter 3.02, Seattle Municipal Code; Ordinance 102228, as amended), establishing standards and procedures for effectively carrying out the requirements of this chapter. In establishing reimbursement rates for meals and lodging, the City Finance Director shall be guided by the following principles: The rules, policies, and procedures promulgated by the Executive Services Director or his/her designee shall be made available from his/her office or from other identified locations.

A. Rates of reimbursement for meals and lodging shall be determined by the Executive Services Director or his/her designee and shall be identified in the rules, policies, and procedures promulgated by the Executive Services Director or his/her designee. Rates