

SILVER LAKE WATER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 442

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER LAKE WATER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, PROVIDING FOR REIMBURSEMENT OF SILVER LAKE WATER DISTRICT EMPLOYEES, ELECTED OFFICIALS, AND OTHERS FOR TRAVEL OR OTHER BUSINESS EXPENSES INCURRED IN CONNECTION WITH OFFICIAL DISTRICT BUSINESS.

WHEREAS, the District would like to implement a policy to reimburse employees and elected officials of the Silver Lake Water District, and others for travel or other business expenses incurred in connection with official District business.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Silver Lake Water District, Snohomish County, Washington as follows:

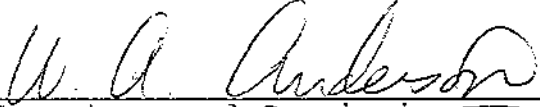
1. The District policy shall be to reimburse all employees, elected officials, and others for travel or other business expenses incurred in connection with official District business in accordance with the attached Policy Statement marked Exhibit "A" and adopted herein.

2. Any and all resolutions in conflict with this resolution are hereby repealed in their entirety.

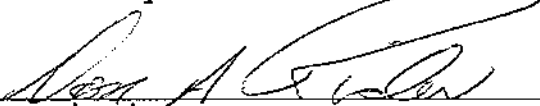
ADOPTED by the Board of Commissioners at a regular meeting of the Silver Lake Water District, Snohomish County, Washington this 28th day of April, 1994.



President and Commissioner



Secretary and Commissioner



Commissioner

I CERTIFY the above to be a true and correct copy of Resolution No. 442 adopted by the Board of Commissioners of the Silver Lake Water District this 28th day of April, 1994 as said Resolution appears in the records of the Silver Lake Water District.



Secretary of the Silver Lake Water District

POLICY STATEMENT

EXHIBIT A

REIMBURSEMENT FOR TRAVEL AND BUSINESS EXPENSES

This policy governs the reimbursement of Silver Lake Water District ("District") employees, elected officials, and others for travel or other business expenses incurred in connection with official District business.

1. The District Will Reimburse For Business Meals

The District will reimburse District employees and elected officials for meal expenses incurred in conjunction with official District business in the following circumstances:

- a. When an elected official is required to work outside normal working hours and is unable to eat at home during that period.
- b. When time constraints require an employee or elected official to conduct district business during his/her normal meal times.
- c. When an employee or elected official is on an overnight business trip.

The District will reimburse for the actual cost of the meal, plus a tip not to exceed 15% of the cost of the meal.

2. The District Will Reimburse For Business Transportation

The District will reimburse District employees and elected officials for transportation expenses incurred while on official District business trips.

Personal vehicle mileage will be reimbursed at a rate consistent with that published in accordance with RCW 57.12.010 and RCW 43.03.060 as now or hereafter amended.

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REIMBURSEMENT FOR TRAVEL AND BUSINESS EXPENSES

3. The District Will Reimburse For Lodging

The District will reimburse District employees and elected officials for lodging expenses incurred while on official District business trips.

4. The District Will Reimburse For Other Travel Or Business Expenses

The District will reimburse District employees and elected officials for other job related travel or business expenses (e.g. registration fees, telephone calls) incurred while on official District business.

5. Quasi-Employees

The District will reimburse persons who are neither District employees, elected officials, nor member of District boards or commission for travel and other business expenses where the payment can be reasonably construed to be in consideration for a service performed or other substantial benefit received by the District of commensurate value. In addition to other requirements, this type of reimbursement requires documentation and prior authorization as provided in section 8 and 9 of this policy.

6. Disallowed Expenses

The District will not provide reimbursement for the following:

- a. Fines, penalties, and/or forfeitures;
- b. Tobacco, alcoholic beverages, entertainment, personal clothing, sundries, gratuities except as provided in section 1 of this policy, personal telephone calls or telegrams, or other like personal items;
- c. First-class travel accommodations unless coach or economy accommodations are not available; provided that upon written request stating sufficient reasons the District General Manager may waive this limitation;
- d. Meals in lieu of other meals or food service provided during periods of travel by a carrier and included in the fare charged; and
- e. Expenses in excess of amounts deemed reasonable by the District General Manager.

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All requests for reimbursement must be supported by written documentation such as original receipts. Receipts must be attached for transportation expenses claimed other than mileage, except when receipts are not issued (e.g. parking meters).

When an employee or elected official claims reimbursement for travel or other expenses incurred on behalf of another, a detailed accounting must be submitted with the written documentation which includes at least the following:

- a. Name of the person on whose behalf expenses were incurred.
- b. Whether the person is a District employee and, if not, the nature of his or her connection with District business.
- c. Who provided the lodging, meals, or other services.
- d. A breakdown of amounts by meal, lodging, transportation, or other expense for each person, including the claimant, for whom reimbursement is claimed.
- e. A statement of the District business that was being carried out when the expenses were incurred.