

Port of Port Angeles

Port Angeles, Washington

Commissioners' Resolution No. 14-1087

A RESOLUTION GOVERNING THE REIMBURSEMENT AND PAYMENT OF TRAVEL AND OTHER BUSINESS EXPENSES AND RESCINDING RESOLUTION NO. 713, Dated May 9, 1994.

WHEREAS, Commissioners and employees of the Port of Port Angeles (hereafter, collectively referred to as "Port Personnel") shall be engaged in official activities on behalf of the Port; and

WHEREAS, it is the policy of the Port that all Port Personnel shall receive their reasonable and necessary travel and other business expenses when engaged in official Port business; and

WHEREAS, it is in the best interest of the Port to establish basic rules and regulations governing the reimbursement and payment of travel and other expenses; and

WHEREAS, this resolution is made pursuant to the RCW 42.24.090, RCW 53.08.176 and other applicable state laws.

NOW, THEREFORE, BE IT RESOLVED that:

1. Travel Expenses: Travel expenses shall be defined to include the following items:
 - A. Transportation via motor vehicle; private vehicles, boat, or aircraft; public transportation (airline, railroad, or bus line); taxicab; limousine; rented vehicle, boat or aircraft; or other appropriate means of transportation.
 - (1) When private vehicles are used, the reimbursement shall be at a rate per mile traveled. The rate of compensation per mile will be at the authorized Internal Revenue Service (IRS) Standard Mileage Rate for business miles in effect at the time of travel.
 - (2) When private or chartered boat or aircraft is used, the reimbursement shall be set by the Port Auditor based on appropriate comparables or other alternative modes of transportation.
 - B. Lodging, including hotel, motel or similar accommodations as may be required.
 - C. Subsistence, including charges for all meals required when engaged in Port business. Reimbursement may be based on actual costs or per diem in lieu of actual costs when travel

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requires overnight lodging. The rate of per diem will be the maximum amount allowed by law.

- D. Other expenditures connected with traveling may include but are not limited to: telephone and FAX services; baggage and luggage handling charges; parking fees; taxis; airporter services; supplies; internet and business center fees; and other expenses permitted by law.
 - E. Customary tips and gratuities for actual meal expenses (per diem meal expenses includes tips), taxi drivers, bellhops, housekeeping, parking attendants, etc.
2. Official Travel: Port Personnel shall be engaged in official travel on behalf of the Port District when engaged in the following activities:
- A. Travel connected with calling upon customers or potential customers of the Port District for the purpose of promoting and selling the services and facilities of the Port District.
 - B. Travel required for the purpose of meeting with, negotiating or consulting with others for the purpose of carrying out official functions, duties or projects of the Port District. Examples of such travel include, but are not limited to, meetings or conferences on matters related to: (a) navigation, airports, harbor, waterway improvement, industrial and economic development; (b) planning, engineering or development of Port facilities; (c) employee and labor relations; (d) Port rates and tariffs; (e) inspection of facilities or equipment and potential applications; and (f) other similar activities necessary to Port construction, maintenance or operation.
 - C. Travel connected with attendance at meetings of organizations in which the Port district is affiliated for purposes of education, networking, research, promotion, joint action or official representation.
 - D. Travel for attendance at regular and special meetings of the Port Commission by Port Commissioners from their place of permanent or temporary residence to the place of meeting of the Commission.
3. Business Expenses: Port Personnel shall be entitled to their necessary and reasonable business expenses incurred on behalf of the Port District. Business expenses shall include charges for

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registration, meals, printed matter, or such other items as may be a necessary part of the participation in the organization, event or activity.

4. Charge Cards: Charge or credit cards acquired in the name of the Port are to be used for Port related travel and business expenses. The distribution and use of Port charge or credit cards shall be in accordance with all applicable statutes and Commissioner Resolutions.
5. Travel Authorization: Authorization for the direct purchase of transportation and other travel costs shall be as follows:
 - A. Commissioner travel outside of Washington State and British Columbia, Canada must be approved in advance by the Port Commission.
 - B. Employee travel outside of Washington State and British Columbia, Canada must be approved in advance by the Executive Director.
 - C. Any travel in excess of \$5,000 per individual must be approved in advance by the Commission.
 - D. Purchase of transportation and other related travel expenses may be made directly by the individual or through the Port.
 - E. In the event of a conflict between any grant of authority to the Executive Director pursuant to this Resolution and pursuant to the Commission Policy Directive on Administrative Authority of Executive Director (the "Master Policy"), this Resolution will control.
6. Expense Reimbursement: Any Port Personnel authorized to make expenditures for travel and other business expenses shall be reimbursed subject to the following:
 - A. In filing claims for reimbursement, an official form containing information required by the office of the State Auditor shall be used.
 - B. To the extent possible, itemized receipts will be attached to the claim for reimbursement. All reimbursements over \$25 must be supported by appropriate receipt or other proof of payment.
 - C. The date, location, and purpose of the expenditure shall be specified.

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- D. All staff travel reimbursement requests will be reviewed and approved by the direct supervisor and the Port Auditor or the Deputy Port Auditor. Travel reimbursements for the Executive Director and Commissioners shall be reviewed and may be approved by the Port Auditor or Deputy Port Auditor.
- E. Reimbursement of personal expenses, alcohol, hospitality bar charges and entertainment are prohibited expenses. All personal or non-Port related costs must be billed and paid for separately at the time of incurring the costs. If Port travel and personal travel is combined, the Port will pay up to the equivalent of that which would have been paid had the travel been solely for Port purposes. Spouses' travel will not be paid by the Port.
- F. Promotional Hosting is addressed in a separate Commissioner Resolution.
7. Loss Incurred During Port Travel: The Executive Director may, in his or her discretion, authorize the reimbursement of up to \$1,000 to a Port Commissioner or employee for costs incurred as a result of property damage or loss suffered by the Commissioner or employee during travel for official Port business. Any such claim by the Executive Director shall be reviewed and may be approved by the Port Auditor or Deputy Port Auditor.
8. Travel Advances: Advances for authorized travel may be made pursuant to the procedure outlined in RCW 42.24.120 *et seq.*, as now enacted or hereafter amended. Port staff may establish and maintain the revolving fund for travel advances as authorized by statute and Commissioner Resolution.
9. Minimize Total Cost: In all travel, an attempt shall be made to minimize the cost to the Port in obtaining transportation, lodging, meals, etc. An effort shall be made to adjust schedules, utilize alternative transportation, and/or utilize lower cost hotels when the total cost to the Port can be reduced as a result. Consideration will be given for time away from work, direct flights, convenience of traveling with others including networking opportunities, and reduction of fatigue to improve travel safety and productivity. Premium fares or extra costs must demonstrate a clear business purpose and must be approved in advance.
10. Administration: The Executive Director or his or her designee shall adopt such procedures as may be necessary or desirable to implement the provisions of this Resolution.

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11. Resolution No. 692 and Resolution No. 713 and all other resolutions previously passed by the Port Commission dealing with the same subject matter are hereby rescinded.

ADOPTED this 9th day of September 2014.

PORT OF PORT ANGELES
BOARD OF COMMISSIONERS


James D. Hallett, President


John M. Calhoun, Vice President


Colleen M. McAleer, Secretary