

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



**Resolution No R 2014-23**

A RESOLUTION OF THE BOARD OF COMMISSIONER'S OF THE KEY PENINSULA METROPOLITAN PARK DISTRICT ADOPTING UPDATED TRAVEL POLICY

WHEREAS, the Key Peninsula Metropolitan Park District ("Key Pen Parks") desires to adopt updated policies and procedures regarding travel for Key Pen Parks business;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF KEY PEN PARKS HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolutions Numbers R2005-07 is hereby repealed.

Section 2. The travel policy and procedures attached hereto as Exhibit A is hereby adopted.

**PASSED AND ADOPTED** by the Board of Park Commissioners for Key Pen Parks at a regular meeting held at Volunteer Park Annex this 8<sup>th</sup> day of December, 2014.

Attest:

Key Pen Parks  
Board of Commissioners  
Pierce County, Washington

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Bill Trandum, President

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Kip Clinton, Clerk

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John Kelly, Member-at-Large

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Mark Michel, Vice President

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Edward Robison Member-at-Large

**KEY PEN PARKS TRAVEL POLICY**

Effective Date 7/25/05	Resolution R2005-07
Revised 12/8/14	Resolution R2014-23

**1.0 PURPOSE:**

Key Pen Park Commissioners and employees may incur travel and/or training expenses while conducting official Key Pen Parks business or enhancing professional skills and qualifications through attending schools, training programs, conferences or professional meetings.

The purpose of this policy is to establish fair and consistent application of and use of travel funds and vehicle usage and to provide guidelines for authorization and reimbursement of travel and training expenses.

**2.0 REFERENCES:**

RCW 42.24.090, R2014-12 Credit Card Policy, R2014-04 Human Resource Policy, R2014-10 Purchasing Policy

**3.0 TRAVEL POLICY:**

1. Travel Liaison: The Executive Director or his/her designee shall be responsible for making travel, hotel and conference arrangements.

2. Training and Travel Categories and Priorities Budget dollars will be allocated in the following priority order:

- A. Official travel necessary to conduct Key Pen Parks business.
- B. Training legally required by state, federal or equipment use mandates.
- C. Training essential to the performance of the employees work assignment
- D. Training, seminars, workshops, association meetings or conferences which provide "direct identifiable benefit to Key Pen Parks".

3. Miscellaneous Provisions

- A. No out of state travel will be allowed without approval of the Executive Director or Board President for employees. Out of State travel for Executive Director, Board President, and Board members must be approved by a vote of the majority of Board commissioners.

**4.0 TRAVEL PROCEDURES** The following are intended to provide procedures for all employees and officials of Key Pen Parks for travel and reimbursement while on official business.

Travel or training requests must be submitted to the Travel Liaison to arrange for payment of registration fees, overnight accommodations and transportation.

Transportation: Travel will be done by the most cost effective method and mileage will be computed by the shortest direct route to a location.

- Key Pen Park's Vehicles: A Key Pen Park's vehicle will be the preferred mode of transportation. Staff may use issued Key Pen Park credit card for gas expenses and provide necessary receipts.
- Personal Vehicles: Use of a personal vehicle for travel on Key Pen Park business will be reimbursed at the current IRS rate. When two or more employees are traveling together, reimbursement for mileage will be payable only to the owner of the vehicle used.
- Air Travel: All air travel shall be by the most economic rates. Airline tickets will be purchased by Key Pen Parks through the Travel Liaison, with payment made directly to the vendor by the purchase order process.
- Rental Vehicles: If you paid for a rental car, attach the receipt to the claim for expenses indicating who paid and how payment was made. No personal insurance (i.e. collision, liability) will be reimbursed.

Meal Expense:

- Key Pen Parks will pay employees or elected officials, when they are on approved travel, the current General Service Administration per diem rate for that area, with the first and last calendar day of travel being calculated at 75 percent.
- Reimbursement will be allowed for employee or elected officials meals at meetings, service clubs, business association/chamber of commerce, or formal trainings that are held away from Volunteer Park Office. The following conditions must be met:
  - Key Pen Park's business is being conducted at the meeting or a formal training session is being held;
  - The meals are an integral part of the meeting or training session;
  - The name of the organization or persons attending and the purpose of the meeting are to be included on the claim for expenses or monthly credit card report form.
  - Total reimbursement for the meal, including tip, may not exceed the GSA per diem rates.
  - The maximum allowed for tips is 15%.
- The following restrictions shall apply to meal expense:
  - No reimbursement for meals will be made if meals are included as a part of the schooling, conference, workshop or seminar.

- No reimbursement shall be made for alcoholic beverages.

### **Coffee and Light Refreshment Reimbursement**

- Reimbursement of coffee and light refreshments will be allowed at agency-sponsored meetings or formal training sessions with the advance permission of the Executive Director.
- The following conditions must be met before reimbursement of coffee and light refreshments will be allowed:
  - Key Pen Parks business is being conducted at the meeting or a formal training session is being held;
  - The coffee and/or light refreshments are an integral part of the meeting or formal training session;
  - If the coordinator of the meeting or training session pays for the refreshments, a receipt for the actual cost is required for reimbursement;
  - The coordinator must have *prior approval* from the supervisor for payment of refreshments.
- Please note this rule is not intended for use with the normal daily business of employees. It is to be used for special situations or occasions only.

Lodging: Expense will be allowed for lodging that is necessary and appropriate to the purpose of the trip.

Reservations: The Travel Liaison shall make lodging arrangement using the lowest rates available and requesting the government discount on all rooms. Lodging reimbursement is on an actual expense basis, limited to the maximum as per current GSA rates.

Payment should be made by Key Pen Park credit card. Use of the conference hotel is encouraged whenever possible.

Restrictions: The following restrictions shall apply to lodging:

- Lodging expenses are generally not allowed within a fifty mile radius of Key Pen Park's service area for conferences, seminars, meetings or workshops with duration of one day or less. With the approval of Executive Director, lodging will be allowed if it is more cost effective.
- In the event the employee or official takes his or her family members to a conference, Key Pen Park will pay only the single room rate. Employees must reimburse Key Pen Park for any amounts charged to Key Pen Parks for family members.
- Key Pen Parks will not reimburse the extra travel costs incurred by an individual on authorized travel who extends the trip for personal vacation or other personal reasons.
- Receipts are required for reimbursement of lodging.

- Allowable lodging expenses include the basic lodging cost single room rate, any applicable sales, and hotel/motel tax.
- The place of lodging must be shown on the receipt.
- If you do not use commercial lodging (i.e. stayed with relatives or friends), please note this. No reimbursement will be allowed for this.

Registration Fees: A completed registration form should be submitted to the Travel Liaison to make arrangements for payment or direct billing to Key Pen Parks.

Miscellaneous Expenses: The following reasonable travel expenses shall be reimbursed if they are essential to the travel:

- Garage and parking fees, ferry and bridge tolls
- Taxi expense, receipt required.
- Postage, fax and telephone charges for Key Pen Park business.
- Other business related expenses that is documented and approved by the Department Head.
- Tips for meals not to exceed 15%

Non-reimbursable expenses include but are not limited to:

- Personable entertainment.
- Personal phone calls.
- Laundry services
- Traffic and parking tickets
- Theft, loss or damage to personal effects.
- Trip insurance policies.

Expense Report: All employees and officials must use the "Expense Report" form to account for travel expenses, including expenses for reimbursement. This form must be submitted no later than ten days following the close of authorized travel period for which expenses have been incurred.