

Key Peninsula Metropolitan Park District  
Dba Key Pen Parks



**Resolution No R 2018-11**

A RESOLUTION OF THE BOARD OF COMMISSIONERS 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. Resolution Number R2014-23 is hereby repealed.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 the Volunteer Park Annex this 8<sup>th</sup> day of October, 2018.

Attest:

Key Pen Parks  
Board of Commissioners  
Pierce County, Washington

  
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Edward Robison, President

  
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Mark Michel, Vice President

  
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Kip Clinton, Clerk

  
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John Kelly, Member-at-Large

  
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Shawn Jensen, Member-at-Large

**KEY PEN PARKS TRAVEL POLICY**

Effective Date 7/25/05	Resolution R2005-07
Revised 12/8/14	Resolution R2014-23
Revised 10/8/2018	Resolution R2018-11

**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 Key Pen Parks related 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, RCW 42.24.120 RCW 42.24.150, RCW 42.24.160, R2014-12 Credit Card Policy, R2017-09 Employee Handbook

**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 employees' work assignments/
  - D. Training, seminars, workshops, association meetings or conferences which provide "direct identifiable benefit to Key Pen Parks".
3. Per Diem: Key Pen Parks will use rates set by General Services Administration (GSA) per diem rate when staff or elected officials are on approved travel.

The following guidelines cover the per diem allowed for different lengths of travel:

- A. Trips of 24 hours or less, but more than 12 hours (day trip): Reimbursement for 75 percent of the M&IE rate for the locality
- B. Trips of 24 hours or less, but more than 12 hours (overnight): Lodging is reimbursable up to the maximum rate authorized for the locality plus 75 percent of the M&IE for the locality on both days.

- C. Trips greater than 24 hours: Lodging is reimbursable up to the maximum rate authorized for the locality plus reimbursement for 75 percent of the M&IE for the first and last days of travel and the full M&IE for the days in between.

4. 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 the Executive Director, Board President, and Board members must be approved by a vote of the majority of Board Commissioners.
- B. Advance Travel Requests. Commissioners and employees may ask for cash in advance for out-of-state travel at the GSA per diem rate. Advanced funds are used to defray necessary costs while performing official duties. Requests for advance travel funds must be pre-approved by the Executive Director and will be paid to the applicant. Settlement of advanced funds will be made on or before the 10<sup>th</sup> day following return from travel by submitting a completed Key Pen Parks Expense Statement to the Executive Director. If the traveler's expenses were *less* than the advanced amount, the unspent portion of the advance must accompany the Key Pen Parks Expense Statement. If the traveler's expenses were *in excess* of the amount advanced, the claim for expenses must list the additional, approved expenses. A check for the difference will be processed.

**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 Parks' Vehicles: A Key Pen Parks' vehicle will be the preferred mode of transportation for staff. Staff may use issued Key Pen Parks credit card for gas expenses and provide necessary receipts.
- Personal Vehicles: Use of a personal vehicle for travel on Key Pen Parks 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 via Key Pen Parks credit card. Baggage Fees: will be paid for checked bags and excess baggage (with appropriate justification).

- Rental Vehicles: For reimbursement of rental vehicle expenses paid for by the traveler, 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:

- Reimbursement will be allowed for employee or elected official meals at meetings, service clubs, business association/chamber of commerce, or formal trainings. The following conditions must be met:
  - Key Pen Parks' 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.
  - A detailed receipt shall be submitted.
  - Recommend tipping amount is 15 percent
- The following restrictions shall apply to meal expense:
  - No reimbursement for meals will be made if meals are included as a part of schooling, conference, workshop or seminar.
  - No reimbursement shall be made for alcoholic beverages.

#### 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 GSA rate. Lodging reimbursement is on an actual expense paid basis. Payment for lodging shall be made by Key Pen Parks credit card. Use of the conference or training 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 Parks' service area for conferences, seminars, meetings or workshops with duration of one day or less. With the approval of the Executive Director, lodging will be allowed if it is cost effective to Key Pen Parks.
- In the event the employee or official takes his or her family members to a conference, Key Pen Parks will pay only the single room rate.
- 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 employee stays with relatives or friends while on official business, employee will not be reimbursed for lodging expense.

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, Uber, Lyft or airport shuttle expense, receipt required.
- Postage, fax and telephone charges for Key Pen Parks' business.
- Other business-related expenses that are documented and approved by the Executive Director.

Non-reimbursable expenses include but are not limited to:

- Personal entertainment.
- Buying meals or beverages for others.
- 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 fill out "Key Pen Parks Expense Statement" form to account for travel expenses, including expenses for reimbursement. This form must be submitted no later than ten (10) days following the close of the authorized travel period for which expenses have been incurred.