

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 Resolution Number R2014-23 is hereby repealed.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 8th day of October, 2018.

Attest:

Key Pen Parks
Board of Commissioners
Pierce County, Washington



Edward Robison, President



Mark Michel, Vice President



Kip Clinton, Clerk



John Kelly, Member-at-Large



Shawn Jensen, Member-at-Large

- 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.