

CITY OF LYNNWOOD

ORDINANCE NO. 560

AN ORDINANCE RELATING TO MUNICIPAL EMPLOYEES' AND OFFICERS' TRAVEL EXPENSES, AND ESTABLISHING AN ADVANCE TRAVEL EXPENSE REVOLVING FUND, STATING THE PURPOSE OF SAID FUND, DESIGNATING THE CUSTODIAN AND AUTHORIZING CUSTODIAN TO OPEN A BANK CHECKING ACCOUNT, AND ESTABLISHING RULES RELATING TO ADVANCE PAYMENT AND REIMBURSEMENT THEREFOR; AND ADOPTING PROCEDURES TO BE EMPLOYED IN CONNECTION WITH THE ADMINISTRATION OF SAID FUND.

THE CITY COUNCIL OF THE CITY OF LYNNWOOD DO ORDAIN AS FOLLOWS:

Section 1: There is hereby established in the City of Lynnwood a revolving fund to be known as the "Advance Travel Expense Revolving Fund" which fund is to be used solely for the purpose of making advance payments of out-of-town travel expenses for authorized city officers or employees traveling as agents of the City for said City's purposes, and specifically to defray necessary costs while performing such official duties.

Section 2: Said fund shall be established in the City of Lynnwood by transfer of Treasurer's funds, by check in the sum of \$1,000.00, to the Custodian herein designated, and the total amount of such Fund so established shall be shown separately in the City's statement of current assets.

Section 3: The Lynnwood City Clerk is hereby designated and appointed as the Custodian of said fund, and upon receipt of the monies transferred to him as such Custodian he shall immediately open a checking account in a local bank in the name of the City of Lynnwood and entitled "Advance Travel Expense Account - Lynnwood City Clerk, Custodian".

Section 4: Deposits to, disbursements from, and administration of said fund shall be subject to and in accordance with all of the restrictions, limitations, requirements, and other provisions of Chapter 74, Regular Session, Laws of Washington, 1969, which laws are hereby adopted by reference as a part of this ordinance as though fully set forth herein, and Rules and Regulations Bulletin No. 94 of the Division of Municipal Corporations of the Office of the Washington State Auditor, dated July 15, 1969, three (3) copies of which are kept at the office of the Lynnwood City Clerk and the terms of which are incorporated herein.

Section 5: Reimbursement shall be made only for actual expenses incurred by officers or employees for authorized travel, as submitted upon the required fully itemized travel expense vouchers, and all expenses, except meals, shall be substantiated by appropriate receipts to be submitted with such travel expense vouchers. Travel mileage by private automobile shall be reimbursed at the rate of ten cents per mile, computed by reference to and by use of the most direct public highways route to and from the officer's or employee's destination.

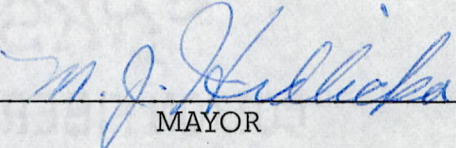
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the City Clerk's Office

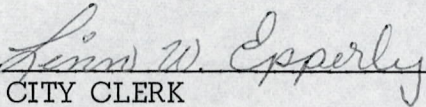
Section 6: In the event that any section, sentence or clause of this ordinance shall be held unconstitutional, such unconstitutionality shall not be deemed to affect any other section, sentence or clause of this ordinance.

Section 7: This ordinance shall take effect five (5) days after its passage, approval and publication.

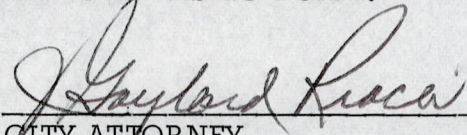
PASSED this 27th day of April, 1970, and signed in authentication of its passage this 27th day of April, 1970.

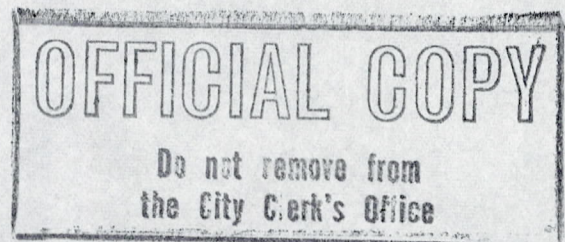

MAYOR

ATTEST:


CITY CLERK

APPROVED AS TO FORM:


CITY ATTORNEY



To: All Political Subdivisions
From: Adrian Webster, Chief Examiner, Division of Municipal
Corporations
Subject: Advance Travel Expense Revolving Fund

Pursuant to the provisions of RCW 42.24.120, the following rules and regulations are hereby prescribed for the establishment and control of Advance Travel Expense Revolving Funds authorized solely for the purpose of making advances for travel expenses to officers and employees of municipal corporations and other political subdivisions.

1. A revolving working fund to be known as the Advance Travel Expense Revolving Fund shall be created in the manner that local legislation is officially enacted, which shall indicate the name of the custodian, the amount to be provided and any other local regulations which deal with the governmental unit's policy on such travel. The custodian of the fund must be a bona fide member of the municipal corporation or other political subdivision authorizing the fund.

2. Advance travel expense revolving funds may be established by Treasurer's check or, under certain conditions, by warrant. If by warrant, the transaction shall be a non-budgetary item and recorded only by governmental units which are on a double entry basis. In governmental units which are on the double entry system, the disbursement shall be debited to a balance sheet asset account entitled "Advance Travel Expense Revolving Fund." A concurrent entry shall be made charging Unappropriated Surplus and crediting a balance sheet liability account entitled "Reserve for Advance Travel Expense Revolving Fund." In those cases where the municipal corporation is on a single entry system, the total amount of such revolving fund shall be shown separately in the local entity's statement of current assets. The Treasurer or other disbursing officer will retain a copy of both the legislative authorization and receipt supporting his transfer of such cash to the custodian of the revolving fund.

3. Upon receipt of the moneys, the custodian will open a checking account in a local bank in the name of the governmental unit entitled "Advance Travel Expense Account--John Doe, Custodian." Moneys received from the following sources will be deposited to the account:

From the Treasurer or other disbursing officer in the total amount originally establishing the revolving fund or subsequently added thereto; from officers and employees representing refunds of any unexpended advances; and from the warrant-issuing officer reimbursing the custodian for travel expenses allowed in the settlement of employee advances.

4. A check register will be maintained in which will be recorded all transactions of the fund, including deposits, disbursements and bank service charges. A reconciliation shall be made with the bank statement at the end of each month. When possible, the reconciliation should be made by someone other than the custodian. The balance remaining in the checking account as of a given date, together with any outstanding advances and travel expense claims on hand but not yet reimbursed, should always equal the amount established by the governing body for the revolving fund.

5. Employee advances for travel expenses will be made by the issuance of checks drawn on the special bank account, payable to the applicant. Approved requests will be retained in the files of the custodian to support such advances until final settlement is made and claim for reimbursement has been submitted. Requests for such advances shall be reasonable estimates of the applicants' travel expense requirements and shall contain as a minimum the following information:

- Date of request
- Name of applicant
- Destination
- Purpose of travel
- Anticipated departure and return dates
- Amount requested
- Signature of applicant
- Official approval of trip
- Check number, amount and date (to be provided by the custodian when advance is made)

6. Settlement of advances will be made on or before the tenth day following the close of the travel period by filing with the custodian an expense voucher as required by RCW 42.24.090. The custodian will verify the amount shown on such form as having been advanced to the employee. In the event the traveler's actual expense is less than the amount of the advance received, his expense voucher will be accompanied by the unexpended portion of the advance. The expense voucher and original request for the advance will then be used to support the custodian's claim for a warrant replenishing his revolving fund for travel expenses reported. Expense vouchers containing expenses in excess of the amount advanced will be submitted in duplicate to the custodian at the time of final settlement. The original copy of the expense claim and the traveler's request for an advance will then be used to support the custodian's claim for a warrant, or check for municipalities which do not issue warrants, replenishing his revolving fund.'

6. (continued)

The other copy of the expense claim will be submitted to the warrant issuing officer for reimbursement of the excess to the applicant. Claims for reimbursement to the fund should be submitted by the custodian periodically as needed and at the end of the fiscal year in order that all expenses incurred will be charged against the appropriations for the period then ending.

7. Any default in accounting for or repaying an advance shall render the full amount which is unpaid immediately due and payable with interest at the rate of 10% per annum from the date of default until repaid. To protect against any losses on account of advances the governing body shall have a prior lien against and a right to withhold any and all funds payable or to become payable to such officer or employee to whom such advance has been given. No advance of any kind may be made to any officer or employee at any time when he is delinquent in accounting for or repaying a prior advance. No such advance shall be considered for any purpose as a personal loan to such officer or employee and any unauthorized expenditure of such funds shall be considered a misappropriation of public funds. (RCW 42.24.140, 42.24.150 and 42.24.160)

8. Upon termination of an individual's appointment as custodian, the authorization will be rescinded and the fund turned over to the Treasurer or other disbursing officer after being properly phased out. Phasing out shall mean taking those steps necessary to bring the revolving fund back to the original amount provided.