

**PORT OF COUPEVILLE**  
**ISLAND COUNTY, WASHINGTON**  
**RESOLUTION NO. 265**

**A Resolution of the Port Commission of the Port of Coupeville establishing the basic rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers and employees as provided for by RCW 53.08.175 and .176, and superseding Resolution No. 227 dealing with the same subject matter.**

BE IT RESOLVED by the Port Commission of the Port of Coupeville as follows:

**SECTION I. POLICY AND PURPOSE**

The purpose of this resolution is to establish the basic rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers and employees. This resolution is adopted pursuant to the authority of RCW 53.08.175 and .176. It shall be the policy of the Port of Coupeville that all Port officials and employees of the Port District shall receive their reasonable and necessary expenses when engaged in official Port business within or outside the District.

**SECTION 2. FORMS**

In filing claims for reimbursement for travel and other business expenses, Port Commissioners, officers and employees shall use voucher form approved by the Port Auditor. Such vouchers shall be supported by such receipts, documents or other evidence as may hereinafter be required. If an officer or employee of the Port District files a claim on behalf of other(s), he/she shall provide a detailed account including: 1) The name(s) of the other(s) who traveled, dined or otherwise incurred expenses; 2) Whether the others were Port District employees and, if not, what connection the others had with the Port District's business; 3) The date and location of the lodging, meals or services; 4) A detailed itemization of the amounts incurred; and 5) A sufficiently explicit statement describing the Port District business that was accomplished when the expenses were incurred. Claims for reimbursement of travel expenses must contain a signed certification that includes the following language: "I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof."

**SECTION 3. TRAVEL EXPENSES**

Travel expenses shall be defined to include the following items:

1) Transportation via official motor vehicle; private automobiles; public transportation (airline, railroad, bus, or waterborne); taxicab; limousine; rented vehicle; or other appropriate means of transportation.

a. When private vehicles are used, the Commissioner, officer or employee shall be reimbursed at the maximum rate allowable per mile traveled as established by the

Internal Revenue Service. The Port Commission may establish a monthly rate for certain designated employees or officials of the Port that regularly use personal vehicles for Port District business.

i. Commuting between home and work (Port offices, Coupeville Wharf, Greenbank Farm, regular or special meeting location, or other places of work) will not be reimbursed.

ii. Work related travel by private vehicle will only be conducted when necessary to conduct Port business. Travel to conduct Port business will be minimized by consolidating trips whenever possible to reduce overall mileage charges to the Port.

b. Public transportation tickets may be purchased directly by the Port under the Port's regular purchasing procedure. If, however, a Commissioner, officer or employee purchases a ticket on his own behalf, a receipt shall be submitted with the voucher seeking reimbursement.

c. Authorized Port air travel arrangements for Commissioners, officers, and employees will be at coach class or equivalent, except the Executive Director or a commissioner may authorize an upgrade to the next class of service under the following conditions:

i. When time is of the essence and no coach class or equivalent rate or space is available.

ii. When for reasons of physical condition, security requirement, or carry-on requirement (packages or equipment), coach class or equivalent would not accommodate the special condition.

2. Lodging includes hotel, motel or similar accommodations as may be required. A receipt shall be submitted for lodging with any reimbursement voucher.

3. Meal charges will only include meals required when traveling. The cost of a meal may include a tip, not to exceed 15% of the price of the meal. The purchase of alcohol will not be reimbursed.

4. Miscellaneous and general expenses connected with traveling may include but are not limited to telephone and internet services, baggage and luggage handling charges, laundry and dry cleaning necessitated by the travel, parking fees, tolls, and other charges permitted by law. Receipts may be required for items in this category.

#### SECTION 4. OFFICIAL TRAVEL DEFINED

Port Commissioners, officers and employees shall be engaged in official travel on behalf of the Port District when engaged in the following activities:

1) 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.

2) Travel connected with attendance at meetings of organizations in which the Port District holds memberships, or to which they are officially affiliated.

- 3) Travel connected with calling upon customers or potential customers of the Port District for the purpose of leasing the facilities of the Port District.
- 4) Personal expenses not necessitated by travel and expenses for personal entertainment shall not be submitted for reimbursement pursuant to this Resolution.

#### SECTION 5. OTHER BUSINESS EXPENSES

When properly authorized, Port Commissioners, officers, and employees shall be entitled to their necessary and reasonable business expenses incurred on behalf of the Port District. Such business expenses may include, but are not limited to, the cost of attending regular meetings of official groups in which the Port District holds memberships or is otherwise affiliated. Such expense shall include charges for registration, meals, printed matter, or such other items as may be necessary in order for the Commissioner, officer, or employee to participate in the official proceedings of such properly authorized groups. In order that such business expenses may be allowed, however, it must be shown that the meeting was attended for a legitimate business purpose and the Commissioner, officer, or employee was an appropriate representative of the Port.

#### SECTION 6. USE OF CREDIT CARDS

The Port Commission adopted Resolution 209 authorizing the use of Port credit cards by Port Commissioners and employees in accordance with RCW 43.09.2855. The use of the credit cards shall be solely for the transaction of Port business. The administrative procedures and internal controls in connection with the use of credit cards shall be established by the Executive Director and in accordance with RCW 43.09.2855.

#### SECTION 7. PER DIEM

When travel requires overnight lodging, the Executive Director may direct and approve reasonable and necessary payment of per diem in lieu of actual expenses to any Port Commissioner or employee. Provided, however, the extent of such payment is consistent with the per diem rates established by the U.S. General Services Administration, published at [www.gsa.gov](http://www.gsa.gov). Such payment shall be deemed reasonable and necessary under this Section.

Payment for per diem shall be made only when prior approval by a majority vote of the board has been obtained and attendance is documented. Approval shall be deemed obtained for;

Regularly scheduled monthly meetings of the board.

Special meetings or workshop sessions of the board called and scheduled by the presiding officer under the rules governing said meetings.

Meetings to participate in organizations determined to be of interest to the Port by a majority vote of the board of commissioners at an open public meeting and assigned to an individual member of the board.

All other claims for per diem payment shall be approved at an open public meeting of the board prior to the occurrence of the proposed event.

SECTION 8

Resolution No. 227 previously passed by the Port Commission and dealing with the same subject matter, is hereby repealed.

**ADOPTED by the Board of Commissioners of the Port of Coupeville at the public meeting held this 14<sup>th</sup> day of August, 2019 and duly authenticated in open session by the signatures of the Commissioners being present and voting.**

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**David Day**

**John Mishasek**

**Mohammad Mostafavinassab**

**Attest: This 14th day of August, 2019**

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**Chris Michalopoulos, Executive Director**