

RESOLUTION NO. 700

A RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF BIRCH BAY WATER AND SEWER DISTRICT,  
WHATCOM COUNTY, WASHINGTON,

WHEREAS, Resolution No. 401 established an "advance travel expense fund" of \$1,000.00, for advancing funds for authorized travel by District employees; and

WHEREAS, Resolution Nos. 437 and 457 amended Resolution No. 401 to increase the per diem rate; and

WHEREAS, the Board intends to eliminate the "advance travel expense fund" established in Resolution No. 401;

WHEREAS, the Board wishes to rename Chapter 3.16 of the Birch Bay Water and Sewer District to govern procedures for advancement and/or reimbursement of travel expenses;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Birch Bay Water and Sewer District, Whatcom County, Washington as follows:

Section 1: The "advance travel expense fund" is hereby eliminated.

Section 2: The title of Chapter 3.16 is renamed from "Travel Fund" to "Travel Advance."

Section 3: The following sections of Chapter 3.16 of the Birch Bay Water and Sewer District Code are hereby repealed in their entirety:

3.16.010

3.16.020

3.16.030

3.16.040

Section 4: Section 3.16.050 shall be renumbered to Section 3.16.010 and Section 3.16.060 shall be renumbered to Section 3.16.020. The title of new Section 3.16.020 is renamed from "Travel Advance—Amount" to "Return of expense itemization and balance of funds."

Section 5: Section 3.16.070 shall be renumbered to Section 3.16.030 and amended as follows with deletions in strikethrough and additions in bold.

On or before the tenth day following the close of the authorized travel period for which expenses have been advanced, the officer or employee shall submit a ~~travel voucher~~ **return of expense itemization**, accompanied by the unexpected portion of such advance, if any. The district shall have a prior lien against and a right to withhold any and all funds payable or to become payable by the district to such officer or employee to whom such advance has been given up to the amount of such advance and interest at the rate of ten percent per annum, after such advance or the balance thereof is due, until such time as repayment or justification has

been made. No additional travel advance of any kind shall be made to any officer or employee, at any time when he is delinquent in accounting for or repaying a prior advance.

Section 6: Section 3.16.080 shall be renumbered to Section 3.16.040.

Section 7: Figure 3.16.050 shall be renumbered to Figure 3.16.010 and amended in the attached Exhibit A with deletions in strikethrough and additions in bold. All references to Figure 3.16.050 shall be replaced with Figure 3.16.010.

Section 8: Figure 3.16.060 shall be renumbered to Figure 3.16.020. All references to Figure 3.16.060 shall be replaced with Figure 3.16.020.

Section 9: BE IT FURTHER RESOLVED that any resolutions or parts of resolutions in conflict herewith are hereby repealed insofar as they conflict with the provisions of this resolution.

Section 10: If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this Resolution should be declared invalid, or unconstitutional, then the original Resolution shall be in full force and effect.

Section 11: This Resolution shall be effective immediately.

PASSED by the Board of Commissioners of Birch Bay Water & Sewer District, Whatcom County, Washington, at a regular meeting held the 10<sup>th</sup> day of March, 2011.

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 700 of Birch Bay Water & Sewer District, Whatcom County, Washington, adopted at the regular meeting of the Board of Commissioners on March 10th, 2011.

  
SECRETARY

Figure 3.16.050010  
REQUEST FOR ADVANCE OF TRAVEL EXPENSE  
(Submit in Duplicate)

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

PURPOSE OF TRAVEL \_\_\_\_\_

ANTICIPATED DEPARTURE AND RETURN DATES \_\_\_\_\_

DESTINATION: Headquarters- \_\_\_\_\_ City, & State \_\_\_\_\_

Request that I receive an advance payment for travel expense for the above trip in the following amount.

TRAVEL EXPENSE ESTIMATE:

PER DIEM: \_\_\_\_\_ X \_\_\_\_\_ \$ \_\_\_\_\_  
(Number of Nights) (Per Diem Rate)

TRAVEL BY: \_\_\_\_\_  
OR CAR: \_\_\_\_\_ MILES at \_\_\_\_\_ cents per mile \$ \_\_\_\_\_

OTHER EXPENSE: \_\_\_\_\_ \$ \_\_\_\_\_  
(State Type)

TOTAL ADVANCE REQUESTED \$ \_\_\_\_\_

I agree to submit a final statement for this travel within ten (10)\* days after the end of the travel and will reimburse the ~~Advance Travel Expense Revolving Fund~~ District for any overpayment at that time, if any.

DATE OF REQUEST: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

APPROVED: \_\_\_\_\_, ~~Department Head~~ **Interim Finance Director**

APPROVED: \_\_\_\_\_, **General Manager**

\*According to Bulletin No. 94 from the State Auditor's Office, "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 to, 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 delinquency in accounting for or repaying a prior advance."

~~MEMO BY CUSTODIAN OF ACCOUNT:~~ **RECONCILIATION:**

ACTUAL EXPENSE AS SUBMITTED BY FINAL ITEMIZATION STATEMENT \$ \_\_\_\_\_

Overpayment Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ For \$ \_\_\_\_\_

Under payment - requesting additional reimbursement \$ \_\_\_\_\_

APPROVED: \_\_\_\_\_, **Interim Finance Director**

APPROVED: \_\_\_\_\_, **General Manager**