

RESOLUTION NO. 401

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
BIRCH BAY WATER DISTRICT NO. 8, ESTABLISHING
AN ADVANCE TRAVEL FUND.

BE IT RESOLVED by the Commissioners of Birch Bay Water District No. 8 as follows:

Section 1 Establishment of Travel Fund: There is hereby established for Birch Bay Water District No. 8 a revolving fund to be known as the "Advance Travel Expense Fund," which fund is to be used solely for the purpose of making advance payments of out-of-town travel expenses for authorizing officers or employees of the District traveling as agents of the District for said District's purposes, and specifically to defray necessary costs while performing such official duties.

Section 2 Amount of Travel Fund: Said fund shall be established by transfer of Treasurer's funds by check or warrant in the sum of \$1000.00 to the Custodian herein designated, and the total amount of such fund so established shall be shown separately in the District's statement of current assets.

Section 3 Designation of Custodian: D.P. Sizemore is hereby designated and appointed as the Custodian of said fund, and upon receipt of the monies transferred to such Custodian he shall immediately open a checking account in a local bank in the name of Birch Bay Water District No. 8 and entitle it Advance Travel Expense Fund - - Birch Bay Water District No. 8, which may be abbreviated to BBWD #8 ADV TRVL EXP FUND, - - D.P. Sizemore, Custodian.

Section 4 Deposits, Disbursements, and Administration of Travel Fund: 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 the laws of Washington and Rules and Regulations Bulletin No. 94 of which laws and rules and regulations are hereby adopted by reference as part of this resolution.

Section 5 Travel Advance Approval: Hereafter, all travel advances for District business by District employees shall be allowable only with and after securing approval of the Commissioners at a regular or special meeting. The request shall be made on the form attached hereto as Exhibit "A".

Section 6 Amount of Advance: Payment shall be made at the following per diem rate and is a reasonable estimate of the applicants' travel expense requirements. The per diem rate for all commissioners, officers and employees when traveling for all approved public purposes shall be \$ 75.00 per day, except that it shall be \$ 60.00 per day when the purpose is attendance at a meeting where the registration fee includes all meals. Travel mileage by private automobile shall be paid at the rate allowed by the Internal Revenue Service for business miles which rate is currently eighteen and one half (18.5) cents per mile, computed by reference to and by use of most direct public highways route to and from the officer's or employee's destination. In the event the advance is insufficient to pay the actual expenses, claim may be made therefor by voucher. A report of the expenses incurred shall be made on the form attached hereto as Exhibit "B" within ten (10) days of the traveler's returns.

Section 7 Nature of Advance: On or before the 10th day following the close of the authorized travel period for which expenses have been advanced, the officer or employee shall submit a travel voucher, accompanied by the unexpended 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 10% per annum, after said 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.

A travel advance made pursuant to this section shall be considered as having been made to such officer or employee to be expended by him as an agent of the District for the District's purposes only, and specifically to defray necessary costs while performing his official duties. No such advance shall be considered as a personal loan to such officer or employee and any expenditure thereof, other than for official business purposes, shall be considered a misappropriation of public funds.

Section 8: This resolution shall become effective immediately upon it's passage.

Section 9: All resolutions or parts of resolutions that conflict herewith are hereby repealed.

ADOPTED at a regular meeting of the Board of Water Commissioners of Birch Bay Water District No. 8, held this 9th day of February, 1984.


COMMISSIONER


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THIS IS TO CERTIFY that the above is a true and correct copy of Resolution No. 461 of the Board of Water Commissioners of Birch Bay Water District No. 8, Whatcom County, Washington, adopted at the regular meeting thereof on the 9th day of February, 1984.


SECRETARY

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 any overpayment at that time, if
any.

DATE OF REQUEST: _____ SIGNATURE: _____

APPROVED: _____, Department Head

ADVANCE BY CHECK NO. _____ DATED _____ AMOUNT _____

*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 inter-
est at the rate of 10% per annum from the date of default until re-
paid. To protect against any losses on account of advances, the
governing body shall have a prior lien against and a right to with-
hold 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 delinquent in accounting for or repaying a prior advance."

MEMO BY CUSTODIAN OF ACCOUNT:

ACTUAL EXPENSE AS SUBMITTED BY FINAL ITEMIZATION STATEMENT \$ _____

Overpayment Receipt No. _____ Dated _____ For \$ _____

Under payment - requesting additional reimbursement \$ _____

EXHIBIT A

FINAL ITEMIZATION STATEMENT OF ADVANCE TRAVEL EXPENSE**
(Submit in Triplicate)

NAME: _____ DEPARTMENT _____

PURPOSE OF TRAVEL _____ DATES OF TRIP _____

DESTINATION: Headquarters _____ City & State _____

ITEMIZATION OF EXPENSE

PER DIEM: _____ \$ _____

TRAVEL BY _____ \$ _____
(If by Auto, attach mileage
report.)

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

_____ \$ _____

_____ \$ _____

TOTAL OF EXPENSES \$ _____

I hereby certify, under penalty of perjury, that this is a true and correct itemization of necessary expenses incurred by me.

DATE _____ SIGNATURE _____

APPROVED: _____, Department Head

EXHIBIT B