

REGIONAL TRANSIT AUTHORITY

RESOLUTION NO. 21

A RESOLUTION of the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region establishing a policy relating to the authorization of travel and other expenses incurred by Board members, officers and employees of the Regional Transit Authority and appointing an auditing officer.

WHEREAS, members of the Board have been, and will in the future be, required to travel to locations within and outside the boundaries of the Authority to conduct its business; and

WHEREAS, reimbursement of members of the Board and future officers and employees of the Authority for subsistence, lodging and travel costs to facilitate their efforts on behalf of the Authority is in the best interests of citizens of the Pierce, King and Snohomish Counties region; and

WHEREAS, by Resolution No. 15, adopted February 25, 1994, the Board authorized reimbursements for Board member expenses and per diem allowances as provided by RCW 81.112.040(3); and

WHEREAS, RCW 42.24.080 requires that claims for travel reimbursement and other claims by persons furnishing materials, services or labor to the Authority be audited to determine such claims are just, due and unpaid obligations of the Authority;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Regional Transit Authority as follows:

Section 1. Board members, officers and employees of the Authority shall be reimbursed for lawful, actual, necessary, and documented expenses incurred in the conduct of official business for the Authority. Board members, officers and employees authorized to use personal vehicles in the conduct of such official business shall be reimbursed at the rate per mile as announced by the Internal Revenue Service for use of a private automobile for business, and shall be effective as of the first day of the month following such announcement.

**Section 2.** Travel by employees beyond a radius of 300 miles from the Authority or which requires overnight lodging shall be approved by the Executive Director on a Travel Authorization request. Travel Authorization requests for such travel or overnight lodging for the Executive Director or any other officer shall be approved by the Chair of the Board. Travel by employees or officers outside the United States and Canada shall be approved by the Board.

**Section 3.** All travel by Board members beyond a radius of 300 miles from the Authority or which requires overnight lodging shall be approved by the Chair of the Board. Travel by Board members outside the United States and Canada shall be approved by the Board.

**Section 4.** Board members, officers and employees traveling on such official business for the Authority shall proceed by the most direct and economical means consistent with the conduct of official business of the Authority and shall exercise prudent judgment in incurring other expenses while discharging their official duties.

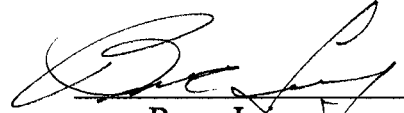
**Section 5.** The Executive Director is authorized to arrange for the issuance of charge cards to Board members, officers and employees for the sole purpose of covering expenses incident to authorized travel as provided in RCW 42.24.115 and to establish a revolving fund and applicable rules and regulations for advancements for travel expenses for Board members, officers and employees as provided in RCW 42.24.120 - .160. Such arrangements, rules and regulations shall be reviewed with the Chair of the Board prior to implementation.

**Section 6.** The Executive Director shall regulate the use of official cars of the Authority to ensure they are used in the most economical and efficient manner solely for the conduct of official business for the Authority.

**Section 7.** The Executive Director is hereby appointed as the auditing officer for the authority to review and audit claims presented to the Authority pursuant to RCW 42.24.080; provided, that the Executive Director may delegate this responsibility, in whole or in part, to other officers or employees of the Authority upon written notice to the Chair of the Board.

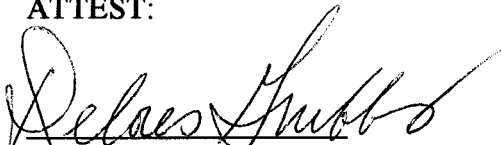
Section 8. The Executive Director is authorized to take such other actions and to prepare and publish detailed procedures, rules, regulations and forms as may be necessary to carry out the policies set forth in this resolution.

ADOPTED by the Board of the Regional Transit Authority for the Pierce, King and Snohomish Counties region at a regular meeting held on the 25th day of March 1994.



Bruce Laing  
Chair of the Board

ATTEST:



Delores Grubbs  
Clerk of the Board

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