

**KITTITAS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RESOLUTION NO. 2013-002**

**Resolution Amending Kittitas County's Travel Policy**

**WHEREAS**, the Board of County Commissioners on March 23, 1999, adopted Resolution No. 99-35, amending Kittitas County's travel policy, to establish reimbursement rates for employees who travel on county business, and

**WHEREAS**, the Board of County Commissioners on December 28, 1999 per Resolution No. 99-142 authorized the Board to approve the travel reimbursement rates via board motion.

**WHEREAS**, Kittitas County has an accountable travel plan that meets the Internal Revenue Service (IRS) guidelines, and

**WHEREAS**, Kittitas County currently uses the **high-low** substantiation method of reimbursement for per diem, of lodging and meals, and the IRS reviews and adjusts these reimbursement rates, at least annually.

**WHEREAS**, the IRS has issued the rates for 2013 for travel per diem reimbursement for the high-low areas, and

**WHEREAS**, The Board of County Commissioners review the travel reimbursement rates to establish fiscal accountability.

**NOW, THEREFORE BE IT RESOLVED**, the Board of County Commissioners hereby amends the travel reimbursement per diem rates, effective **January 1, 2013** as follows:

1. The mileage reimbursement for the use of one's personal vehicle according to the IRS effective January 1, 2013 will increase to 56.5 cents per mile;
2. The maximum hotel per diem reimbursement is \$111.00 for low cost area and \$177.00 for high cost area (these rates do not include taxes).
3. The meal per diem rate will be allowed only if traveling away from home overnight at the following:

<u>Low Rates</u>	<u>High Rates</u>
Breakfast \$ 9.00	\$11.00
Lunch \$ 12.00	\$16.00
Dinner \$26.00	\$33.00
Incidentals*\$ 5.00	\$ 5.00
TOTAL \$52.00	\$65.00

4. Travel Authorization approved in advance by the Board of County Commissioners will be required for all county employees under the following situations:
  - a. For all out-of-state travel.
  - b. If the total cost including meals, lodging, mileage, registration and incidental expenses will exceed \$1,000.00 per person.
5. It is the commitment of Kittitas County to develop its human resources through training and performance development efforts. Therefore, whenever an employing official deems it necessary to send one of their employees to a certifiable training program the employee should recognize the professional benefit they and the County will receive. The employee should also be cognizant of the expense the county will incur to train the employee. To that end, if the training certifies the employee, the employee will be

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required to remain employed after the training with the county for 4 months, for every \$1,000.00 (registration, travel costs and per diem) expended on such training.

ADOPTED this 8<sup>th</sup> day of January 2013.



*John H. Kpisevik*  
Clerk of the Board

BOARD OF CO COMMISSIONERS  
KITITAS COUNTY, WASHINGTON

*Oliver D. O'Brien*  
Chairman

*[Signature]*  
Vice Chairman

*Gay Becht*  
Commissioner

**\*Incidental expenses.** The term "incidental expenses" has the same meaning as in the Federal Travel Regulations, 41 C.F.R. 300-3.1 (2010). The Federal Travel Regulations currently include as incidental expenses fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; transportation between places of lodging or business and places where meals are taken, if suitable meals can be obtained at the temporary duty site; and the mailing cost associated with filing travel vouchers and payment of employer-sponsored charge card billings.