ORDINANCE NO. 1630

AN ORDINANCE of the City of Kent, creating a revolving working fund to be known as the "Advance Travel Expense Revolving Fund", designating the Kent City Treasurer as the custodian thereof, the amount to be provided therein and setting forth the City of Kent's policy on utilization thereof.

WHEREAS, pursuant to Chapter 74 of the Laws of the 1969 Regular Session of the Washington State Legislature, it is now possible to create a revolving fund for the advancement of travel expenses to Kent City officials,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Whenever it becomes necessary for an elected or appointed official of the City of Kent, Washington to travel and incur expenses said city employee may receive in advance from the City of Kent pursuant to the following Sections of this Ordinance reasonable allowances to pay for said travel and expenses.

Section 2. To protect the City of Kent, Washington, from any losses on account of advances made as provided in Section 1 of this Ordinance, the City of Kent shall have a prior lien against and a right to withhold any and all funds payable or to become payable by the City of Kent to any such officer or employee to whom such advance has been given as provided in Section 1 of this Ordinance up to the amount of such advance and interest at the rate of ten percent (10%) per annum until such time as repayment or justification has been made. No advance of any kind may be made to any officer or employee pursuant to the provisions of this Ordinance at any time when said officer or employee is delinquent in accounting for or repaying a prior advance pursuant to the provisions of this Ordinance.

Section 3. On or before the 10th day following the close of the authorized travel period for which expenses have been advanced to any officer or employer of the City of Kent, he shall submit to the appropriate official a fully itemized travel expense voucher for the reimbursable items legally expended, accompanied by the unexpended portions of such advance, if any. Any advance made for this purpose or any portion thereof not repaid or accounted for in the time and manner specified herein shall bear interest at the
rate of ten percent (10%) per annum from the date of default until paid.

Section 4. An advance made under the provisions of this Ordinance shall be considered as having been made to such officer or employee to be expended by him as an agent of the City of Kent for the City of Kent's purposes only and specifically to defray necessary costs while performing his official duty. 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 5. A revolving working fund to be known as the "Advance Travel Expense Revolving Fund" is hereby created by the City of Kent, Washington and the City Treasurer of the City of Kent is hereby designated the custodian thereof; and further, the amount to originally fund said fund is herewith determined to be $10,000.

Section 6. The Kent City Treasurer shall issue advance travel expenses when properly applied and processed pursuant to the terms of this Ordinance by Treasurer's check. The total amount of such "Advance Travel Expense Revolving Fund" shall be shown separately in the City of Kent's Statement of Current Assets. The Kent City Treasurer will retain a copy of both legislative authorization and receipt supporting her transfer of such cash to herself as the custodian of the "Advance Travel Expense Revolving Fund".

Section 7. Upon receipt of monies, the Kent City Treasurer will open a checking account in a local bank in the name of the City of Kent entitled "Advance Travel Expense Account - Margaret Drotz, Custodian". Monies received from the following sources will be deposited to said account:

From the treasurer or other disbursing officer in the total amount originally establishing the revolving fund or subsequently added thereto; from officers and employees representing refunds of any unexpended advances; and from the warrant issuing officer reimbursing the custodian for travel expenses allowed in the settlement of employee advances.

Section 8. A check register will be maintained in which be recorded all transactions of the fund, including deposits, disbursements and bank service charges. A reconciliation shall be made with the bank statement at the end of each month. When possible, the reconciliation should be made by someone other than
the Kent City Treasurer. The balance remaining in the checking account as of a given date, together with any outstanding advances and travel expense claims on hand, but not yet reimbursed, should always equal the amount established by the City of Kent for the revolving fund.

Section 9. Employee advances for travel expenses will be made by the issuance of checks drawn on the special bank account payable to the applicant. Approved requests will be retained in the files of the custodian to support such advances until final settlement is made and claim for reimbursement has been submitted. Requests for such advances shall be reasonable estimates of the applicant's travel expense requirements and shall contain as a minimum the following information:

- Date of request
- Name of applicant
- Destination
- Purpose of travel
- Anticipated departure and return dates
- Amount requested
- Signature of applicant
- Official approval of trip
- Check number, amount and date (to be provided by the custodian when advance is made).

Section 10. Settlement of advances will be made on or before the tenth day following the close of the travel period by filing with the Kent City Treasurer an expense voucher as required by RCW 42.24.090. The Kent City Treasurer will verify the amount shown on such form as having been advanced to the employee. In the event the traveler's actual expense is less than the amount received, his expense voucher will be accompanied by the unexpended portion of the advance. The expense voucher and original request for the advance will then be used to support the custodian's claim for a warrant replenishing his revolving fund for travel expenses reported. Expense vouchers containing expenses in excess of the amount advanced will be submitted in duplicate to the custodian at the time of final settlement. The original copy of the expense claim and the traveler's request for an advance will then be used to support the custodian's claim for a warrant replenishing his revolving fund. The other copy of the expense claim will be submitted to the warrant issuing officer for reimbursement of the excess to the applicant. Claims for reimbursement to the fund should be submitted by the custodian of said fund periodically.
as needed and at the end of the fiscal year in order that all expenses incurred will be charged against the appropriations for the period then ending.

Section 11. Upon termination of an individual's appointment of custodian of said fund the said authorization will be rescinded and the fund turned over to the Treasurer or other disbursing officer after being properly phased out. Phasing out shall mean taking those steps necessary to bring the revolving fund back to the original amount provided.

Section 12. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

Attest:

MARIE JENSEN, City Clerk

Approved as to form:

JOHN B. BERREITER, City Attorney

Passed the ___ day of ___, 1970.
Approved the ___ day of ___, 1970.
Published the ___ day of ___, 1970.

I hereby certify that this is a true copy of Ordinance No. ___60, passed by the City Council of the city of Kent and approved by the Mayor of the City of Kent as hereon indicated.

MARIE JENSEN, City Clerk (SEAL)