ORDINANCE NO. 1818

AN ORDINANCE of the City of Kent, Washington creating a revolving working fund to be known as the "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 Section 42.24.130 of the Laws of Washington State, 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 employee 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 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 provision 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 "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 one thousand ($1,000) DOLLARS. The total amount of such "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 "Travel Expense Revolving Fund".

Section 6. 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 "Travel Expense Revolving Account - Margaret Drozd, 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 or any unexpended advances; and from the warrant issuing officer reimbursing the custodian for travel expenses allowed in the settlement of employee advances.

Section 7. 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 8. Employee advances for approved travel expenses will be made by the issuance of checks drawn on the "Travel Expense Revolving 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 9. 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 by 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. In the event that the amount of actual expenses is greater than the expense advance, the Treasurer will upon receipt of a properly approved expense report, refund such overage from the Travel Expense Revolving Account.

The appropriate Department will then prepare a purchase order payable to the Travel Expense Revolving Fund for the full amount of the expenses shown on the report. Such purchase orders should be processed regularly in order that all expenses incurred will be charged against the appropriations for the period then ending.

Section 10. 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 11. Ordinance 1630 and any other ordinances of the City of Kent inconsistent with the provisions of this Ordinance are hereby repealed.

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.

ISABEL HOGAN, MAYOR

ATTEST:

MARIE JENSEN, CITY CLERK
APPROVED AS TO FORM:

Donald E. Mirk
DONALD E. MIRK, CITY ATTORNEY

PASSED the 5 day of February, 1973.
APPROVED the 6 day of February, 1973.
PUBLISHED the 9 day of February, 1973.

I hereby certify that this is a true copy of Ordinance No. 818, passed by the City Council of the City of Kent, Washington, and approved by the Mayor of the City of Kent as hereon indicated.

Marie Jensen (SEAL)
MARIE JENSEN, CITY CLERK