

**RESOLUTION NO. 2017-28**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD AMENDING RESOLUTIONS NOS. 2013-17, 2014-18 AND 2015-29; AND ADOPTING A REVISED POLICY FOR TRAVEL AND TRAVEL REIMBURSEMENT.**

**WHEREAS**, Mason Transit Authority (MTA) desires to comply with state and federal laws regarding travel and travel reimbursement and to create a consistent standard within the agency; and

**WHEREAS**, MTA intends to reimburse using standard practices such as those set by the Washington State Office of Financial Management (OFM) and the Federal General Services Administration (GSA); and

**WHEREAS**, Policy 402 Travel and Travel Reimbursement was adopted by the Mason Transit Authority Board and effective November 1, 2013 pursuant to Resolution No. 2013-17; as amended by Resolution No. 2014-18, adopted July 15, 2014; and further amended and approved pursuant to Resolution No. 2015-29, adopted December 15, 2015; and

**WHEREAS**, the following changes have been made to the policy:

- Section 1.0 has a minor adjustment in defining when an employee is considered in a travel status;
- 4.0 has been amended to address deviations from the mileage reimbursement;
- A new section 8.0 has been added to state when work time will be paid while traveling; and
- Section 11.0 has been amended relating to laundry services.

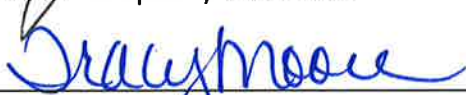
**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the attached Policy for Travel and Travel Reimbursement, which is attached hereto and incorporated herein, be amended and approved.

Adopted this 17<sup>th</sup> day of October, 2017.

  
\_\_\_\_\_  
Terri Drexler, Chair

  
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Wes Martin, Authority Member

  
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John Campbell, Vice-Chair

  
\_\_\_\_\_  
Tracy Moore, Authority Member

Randy Neatherlin  
Randy Neatherlin, Authority Member

Deborah Petersen  
Deborah Petersen, Authority Member

Don Pogreba  
Don Pogreba, Authority Member

Sandy Tarzwell  
Sandy Tarzwell, Authority Member

Kevin Shutty  
Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: Danette Brannin  
Danette Brannin, General Manager

APPROVED AS TO FORM: Robert W. Johnson  
Robert W. Johnson, Legal Counsel

ATTEST: Tracy Becht DATE: October 20, 2017  
Tracy Becht, Clerk of the Board

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**Title:** Travel and Travel Reimbursement Policy  
**Number:** 402  
**Effective:** November 1, 2013; UPDATED July 15, 2014; REVISED December 15, 2015; REVISED October 17, 2017  
**Cancels:** POL-4500.35  
**Prepared by:** LeeAnn McNulty, Administrative Services Manager  
**Approved by:** Authority Board  
Resolution No. 2013-17; 2014-18; 2015-29; 2017-28

## **POL-402 TRAVEL AND TRAVEL REIMBURSEMENT POLICY**

The purpose of this policy is to establish guidelines to authorize travel on behalf of Mason Transit Authority (MTA) and to reimburse employees for travel and business expenses that are compliant with state and federal laws ensuring the responsible use of taxpayer dollars. This policy applies to all MTA employees, officially recognized volunteers of MTA and members of the Board (herein after “employee” refers also to officially recognized volunteers and members of the Board.)

### **1.0 Travel Authorization and Approval**

An employee is considered to be in a travel status when more than 50 miles from the agency and the employees’ residence, using the most direct route.

The employee’s manager must authorize all travel, related expenses and alternative travel requests in advance. The General Manager must also authorize all out-of-state travel requests. This authorization is obtained by completing a Travel Form prior to making any reservations.

Prudent judgment is expected when incurring travel expenses while conducting official MTA business. Employees should consider methods of travel and times of travel which minimize costs to MTA. Employees who, for personal reasons, extend travel or travel to alternate destinations cannot incur additional expenses for the agency.

MTA intends to reimburse using standard practices such as those set by the Washington State Office of Financial Management (OFM) and the Federal General Services Administrations (GSA). MTA adheres to IRS Code Section 463, under “An Accountable Plan.”

The team manager and/or general manager is authorized to administer the procedures for reimbursement of travel expenses to allow for full flexibility when necessary, provided that reasons for deviations from the policy are fully documented.



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<b>Approved by:</b>	Authority Board Resolution No. 2013-17; 2014-18; 2015-29; 2017-28

## 2.0 Travel Expenses and Allowances

MTA reimburses employees for allowable expenses incurred while traveling on MTA business. Once approved, travel arrangements may be charged to a MTA credit card or personal credit card to be reimbursed to the employee.

### 3.0 Airfare

MTA will cover employee cost for actual coach airfare for the approved travel. Reservations should be made as far in advance as possible to take advantage of the most economical rate. The employee must pay additional charges for personal detours, flight upgrades, reservation changes (unless beyond control of the employee), etc.

### 4.0 Personal and Agency Vehicles

Agency vehicles are available for business use. If an agency vehicle is unavailable, employees may use personal vehicles and be reimbursed for mileage at the IRS business rate. Employees should carpool to the extent practicable when two or more employees are traveling to the same destination for the same period of time. A vehicle may be taken home for travel the following day.

An employee may choose to use a personal vehicle in lieu of taking an agency vehicle or carpooling in an agency vehicle and be reimbursed at 50% of the IRS Standard Mileage Rate. All other transportation cost such as ferry fees and parking are allowed and will be reimbursed at actual cost. Any deviation from the 50% IRS Standard Mileage rate when using a personal vehicle must be pre-approved by general manager and documented with an explanation.

Exceptions to the reimbursement rate may be allowed for mileage to and from the airport. In these situations, the employee will be reimbursed at the IRS Standard Mileage Rate.

Please note that family members may not travel in agency vehicles, due to insurance liability issues.

Employees should use airport shuttles, taxis or public transportation onto their destination whenever possible. If a rental car is necessary, reimbursement is limited to the cost of a compact car, unless three or more employees are traveling together.



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Employees should purchase only auto physical damage insurance, since Washington State Transit Insurance Pool (WSTIP) covers liability insurance for rental cars.

### 5.0 Parking, Taxi, and Tolls

MTA will reimburse employees for business-related parking fees. SeaTac Airport parking costs will be reimbursed for more than one day only in off-premise parking lots (park and shuttle). The SeaTac parking garage should only be used to park for one day or less.

Bridge and road tolls, shuttle, and taxi expenses are reimbursable.

### 6.0 Accommodations

Accommodation expenses will be reimbursed at the designated per diem rate and are only for a standard single room. Ask for the government rate or discount when making reservations.

When lodging is part of the official business package (meetings held in a hotel or if arrangements have been made to reserve a block of rooms for participants) an employee may use accommodations provided. Any other deviation from the designated per diem rates must be pre-approved by the employee's team manager and documented with an explanation.

Employees may stay over the night before if the conference starts before 9:00 AM the following day.

When lodging expense is increased because it includes family members traveling with the employee, the employee shall pay the difference in cost directly to the lodging facility.

Itemized receipts for hotel accommodations are required to be submitted upon return.

### 7.0 Per Diem

Per diem is available for meals and will be reimbursed using federal per diem rate published by the Department of General Service Administration (GSA).

([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem))

When a meal is provided by an organization or included in a registration fee, the per diem rate will be reduced for each meal provided.



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Excess travel advances, if requested and received, must be reimbursed to MTA upon return.

### 8.0 Travel and Work Time

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly worktime when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, the travel time during these hours is worktime on Saturday and Sunday, as well as on other days. Regular meal period time is not counted. Non-exempt employees whose time while traveling away from home will result in overtime in a pay period are required to flex (reduce) their working time in the pay-period whenever possible to avoid additional costs.

### 9.0 Incidental Expenses

Incidental expenses for fees and tips given to porters, baggage carriers, hotel and restaurant staff, flight attendants and others for personal services performed are expenses and will be reimbursed according to GSA guidelines.

### 10.0 Miscellaneous

Other business-related expenses may be reimbursed with the approval of the employee's manager. Receipts must be submitted for reimbursable costs incurred during travel. Examples of business-related expenses include business phone calls, fax machine charges, computer or business center charges, business meals, etc.

### 11.0 Non-Reimbursable Expenses

Employees will not be reimbursed for the cost of:

- Movies, video rentals, and/or airplane earphones;
- Alcoholic Beverages;
- Childcare;



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- Upgrades (flight upgrades, upgraded car rentals, larger hotel rooms, etc.);
- Laundry services (Unless incurring a minimum of four (4) consecutive nights lodging on official travel.) Receipts required.

### **12.0 Travel Advance**

A travel advance may be requested when completing the Travel Form. Any travel advance is only an estimate of expenses and is for meal per diem only. The cost of airline tickets, rental cars, and hotel accommodations are paid by company credit card or personal credit card, rather than a cash advance.

### **13.0 Responsibility and Accountability**

It is the employee's responsibility to submit receipts for expenses not included within the per diem and to account for advances made within a reasonable time. Excess travel advances not returned will be treated as W-2 wages per IRS Code Section 463, under "An Accountable Plan."

If applicable receipts are not submitted, the employee's travel reimbursement will not be processed. A detailed receipt must be submitted when a receipt is required for reimbursement. An affidavit will be required for a missing receipt.

All guidelines for using a MTA credit card must be adhered to when travel expenses are paid with such card. (See Credit Card Usage Policy #POL 401)