

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

RESOLUTION NO. 2018-_____

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 2018 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, 2018** as follows:

1. The mileage reimbursement for the use of one's personal vehicle according to the IRS effective January 1, 2018 will increase to 54.5 cents per mile;
2. The maximum hotel per diem reimbursement is \$134.00 for low cost area and \$216.00 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:

	Low Rates	High Rates
Breakfast	\$ 9.00	\$ 11.00
Lunch	14.00	17.00
Dinner	29.00	35.00
Incidentals*	5.00	5.00
TOTAL	\$ 57.00	\$ 68.00

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 travel not included in the departmental budget.
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 16th day of January 2018.

**BOARD OF CO COMMISSIONERS
KITITAS COUNTY, WASHINGTON**

Chairman

Vice-Chairman

Commissioner

ATTEST

Clerk of the Board

***Incidental expenses.** The term "incidental expenses" has the same meaning as in the Federal Travel Regulations, 41 C.F.R. 300-3.1 (2011). 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.