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**Council Bill Number:** 111523

**Ordinance Number:** 118416

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AN ORDINANCE amending Seattle Municipal Code Section 4.72.020, relating to invoices and receipts for food expenses incurred in travel outside the City.

**Status:** PASSED

**Note:** Typographical errors in ordinance title are corrected by text in square brackets.

**Vote:** 9-0

**Date filed with the City Clerk:** 1996/12/03

**Date of Mayor's signature:** 1996/11/26 ([about the signature date](#))

**Date introduced/referred to committee:** 1996/10/28

**Committee:** Finance and Budget

**Sponsor:** CHOE

**Committee Recommendation:** Pass

**Index Terms:** ADMINISTRATIVE-PROCEDURES, ACCOUNTING

**Electronic Copy:** [PDF scan of Ordinance No. 118416](#)

**Reference:** Amending: Ord 101295, 118013

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**Text:**

AN ORDINANCE amending Seattle Municipal Code Section 4.72.020, relating to invoices and receipts for food expenses incurred in travel outside the City.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Subsection A of Seattle Municipal Code Section 4.72.020, (Ordinance 101295, last amended by Ordinance 118013) is further amended as follows:

4.72.020 Claims for reimbursement--Invoices and receipts

A. Claims for reimbursement of expenses other than mileage and incidentals shall be accompanied by invoices and/or receipts showing payment of such claimed expenses, provided that the cost of air or railroad travel, and convention, seminar or other registration fees, may be billed directly to the appropriate City department. Invoices and/or receipts showing payment of overnight lodging expenses shall have clearly identified thereon the single occupancy rate for the accommodations utilized. ~~Invoices and/or receipts shall not be required for food expenses incurred in travel outside the City, but such expenses shall be fully itemized.~~ Invoices and/or receipts shall be required for food expenses incurred within and outside the City. Upon written request and explanation stating sufficient reasons for failure to submit required invoices and/or receipts, the City Finance Director may waive such requirement.

Section 2. Any actions taken prior to the effective date of this ordinance but consistent with its specified intent are hereby ratified and confirmed.

Section 3. This ordinance shall take effect and be in force thirty (30) days from and after its approval by the Mayor, but if not approved and returned by the Mayor within ten (10) days after presentation, it shall take effect as provided by

Municipal Code Section 1.04.020.

Passed by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 1996, and signed by me in open session in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 1996.

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President \_\_\_\_\_ of the City Council

Approved by me this \_\_\_\_\_ day of \_\_\_\_\_, 1996.

\_\_\_\_\_

Mayor

Filed by me this \_\_\_\_\_ day of \_\_\_\_\_, 1996.

\_\_\_\_\_

City Clerk

(Seal)

Carol Metcalf/edc

October 28, 1996 111523.DOC (Ver. 1)