

**RESOLUTION NO. 712**

**A RESOLUTION RELATING TO TRAVEL AND ESTABLISHING A SCHEDULE OF REIMBURSEMENT FOR MEAL EXPENSES BASED UPON PER DIEM RATES AMENDING RESOLUTION NO. 535 AS MORE PARTICULARLY SET FORTH HEREIN**

**WHEREAS,** the City Council finds that in certain instances current policies provide insufficient direction to persons traveling relative to allowable costs and ineligible costs; and

**WHEREAS,** the City seeks to simplify the travel policy and create greater uniformity by amending Resolution No. 535 the current per diem reimbursement and travel schedule; and

**WHEREAS,** that the mileage reimbursement rate is set pursuant to the current annual Internal Revenue Service (IRS) rate in the current resolution relating to fees and charges; and

**WHEREAS,** that the Finance Committee met on July 8, 2019 and reviewed the current schedule for per diem and finds that the rates need to be updated; and

**WHEREAS,** that the City is updating the per diem schedule for travel to adopt the Washington OFM October 1, 2018 schedule shown on Exhibit A;

**NOW, THEREFORE, BE IT RESOLVED BY WOODLAND CITY COUNCIL:**

Section 1. Per Diem Rates: Per diem reimbursement rates are shown on Exhibit A. They shall be applicable only where the conference, meeting or travel includes the need for overnight lodging. In all other instances current policy providing for reimbursement at actual costs verified by receipt shall be in effect. Provided, however, in no event shall any single meal expense be reimbursed at a higher rate than set forth below, even where per diem is not authorized.

Travel reimbursement shall be made for actual meals necessary only. If in attending a conference or seminar where part of the meals are part of the registration, the reimbursement, when requesting the per diem allowance, should be made only for the meals that were not part of the registration. This rule for partial allowance shall be effective for all requests.

**BE IT FURTHER RESOLVED** that overnight lodging should be at the conference, convention, or similar motel/hotel or at the most moderately priced hotel / motel in the near area.

**BE IT FINALLY RESOLVED** that the mileage reimbursement rate is set pursuant to the current annual Internal Revenue Service (IRS) rate in the current resolution relating to fees and charges.

ADOPTED this 15<sup>th</sup> day of July, 2019.

CITY OF WOODLAND:




William A. Finn, Mayor

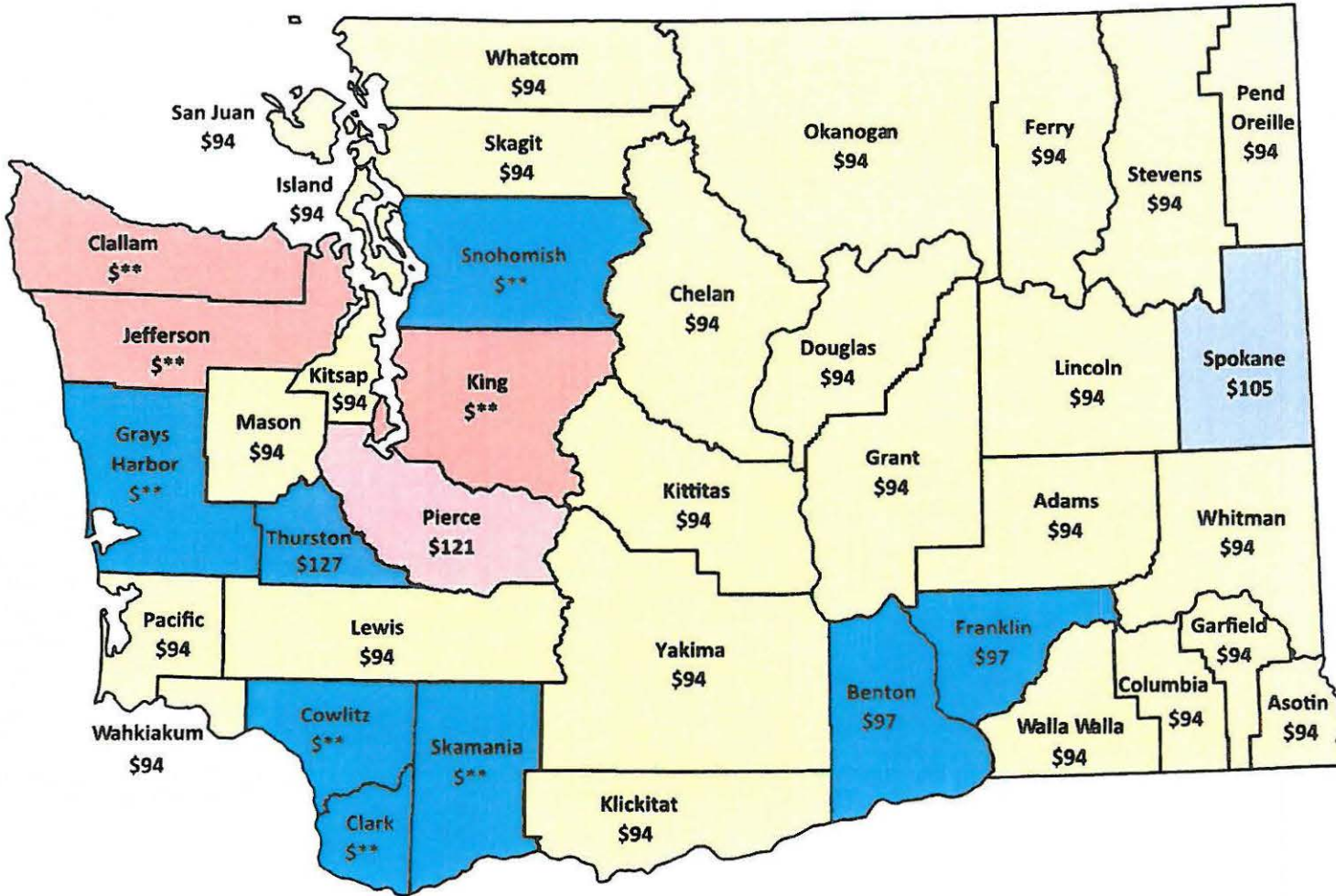
Attest:

  
Mari E. Ripp, Clerk-Treasurer

Approved as to form:

  
Frank F. Randolph, City Attorney

# Per Diem Rates - As of October 1, 2018



TOTAL	B	L	D
\$55	\$14	\$16	\$25
\$61	\$15	\$18	\$28
\$66	\$16	\$20	\$30
\$71	\$18	\$21	\$32
\$76	\$19	\$23	\$34

**\$ Maximum Lodging Rate**  
**\*\* Seasonal Lodging Rates for Counties:**

Clark, Cowlitz, & Skamania	04/01 - 10/31	\$184
	11/01 - 03/31	\$150
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$108
Grays Harbor	07/01 - 08/31	\$133
	09/01 - 06/30	\$102
King	06/01 - 09/30	\$257
	10/01 - 05/31	\$189
Snohomish	06/01 - 08/31	\$138
	09/01 - 05/31	\$113

**POV Mileage Rate**  
 The privately owned vehicle mileage reimbursement rate is \$0.58 per mile. (effective 1/1/19)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c