

Commission

RESOLUTION NO. 739

ADVANCEMENTS FOR TRAVEL EXPENSES

It appearing to the Mason County Board of Commissioners that a uniform procedure is necessary for the advancement of travel expenses to Mason County officials and employees; and,

WHEREAS such advances shall be made pursuant to the RCW 42.24.120 through 42.24.160 and to the rules and regulations prescribed by the Office of the Washington State Auditor; Bulletin No. 010, effective July 15, 1969:

IT IS HEREBY RESOLVED THAT:

There is hereby established a Mason County Advance Travel Expense Revolving Fund, hereafter called the Fund, which is authorized solely for the purpose of making advances for travel expenses to officers and employees of Mason County; and further,

THAT the custodian of the Fund shall be the Mason County Treasurer, hereafter called the Custodian, who shall be responsible for the disbursement and collection of monies, the maintenance of records, and such other duties as prescribed herein; and further,

THAT the amount of monies originally provided to and subsequently accountable for in the fund shall be \$ 3,000.00, to be shown separately in the statement of current Mason County assets; and further,

THAT the Custodian shall open and maintain in a local bank a special checking account in the name of Mason County, entitled "Advance Travel Expense Account -- (John Doe), Custodian,"; and further,

THAT each month the Mason County Prosecutor shall reconcile the bank statement for the Fund with the Custodian's records to assure that the balance in the special checking account together with any outstanding advances and travel expense claims on hand but not yet reimbursed equals the \$ 3,000.00 originally established; and further,

THAT employee advances for travel expenses will be made by the issuance of checks drawn on the special bank account, payable to the applicant after receipt of approved requests; and further,

THAT such requests for advances shall be made on forms in duplicate supplied by the Custodian, shall be reasonable estimate of the applicant's travel expense requirements, and shall contain the following information:

Date of request
Name of applicant
Destination(s)
Purpose of travel
Anticipated departure and return date
Amount requested
Signature of applicant
Official approval of trip
Check number, amount and date (to be supplied by Custodian when advance is made);

and further,

THAT the applicant shall retain the duplicate and the Custodian the original; and further,

THAT on or before the tenth day following the close of the travel period the applicant shall file with the Custodian a CLAIM FOR EXPENSE form in duplicate completed as required by Mason County Resolution No. 730, PAYMENT OF CLAIMS; and further,

THAT, if the actual expense is less than the amount of the advance, the CLAIM FOR EXPENSE form shall be accompanied by the unexpended portion of the advance, or, if the actual expense is more than the amount of the advance, the Custodian shall pay the excess to the applicant from the special checking account; and further,

THAT the Custodian shall note on the CLAIM FOR EXPENSE form the amount advanced and unexpended portion received or excess paid to the applicant along with the check number and shall retain the original along with the original request form as substantiating records and shall return the duplicate to the applicant; and further,

THAT, if the applicant defaults in accounting for or in repaying an advance; the full unpaid amount shall be immediately due and payable with interest at 10% per annum from the date of default until repaid; the County shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the applicant to whom the advance was given; and no

advance of any kind shall be made to the applicant during the delinquency; and further,

THAT any unauthorized expenditure of advances shall be considered a misappropriation of public funds.

This resolution is effective no later than one month from its passage.

A copy of this resolution shall be delivered to each Department Head.

DATED this 7th day of March, 1977.

MASON COUNTY COMMISSIONERS

ATTEST:

Ruth E. Boyson

Jahr Barckman
Chairman

Tom Taylor
Commissioner

APPROVED FOR ENTRY:

Byron E. McClanahan

BYRON E. McCLANAHAN
Prosecuting Attorney

Frank C. Call
Commissioner