

**Resolution No. 93-01**  
**Amending Resolution No. 148-99, Adopting a Mason County Personnel Policy**

**Section 5.6 TRAVEL EXPENSE REIMBURSEMENT**

“County employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the County, including food, lodging, travel and other necessary expenses while away from the office, but excluding any expenses for alcoholic beverages. Tips not to exceed 15% for meals, parking, taxis, or baggage are reimbursable.

Requests for reimbursement, including required receipts, shall be submitted on an expense report form signed by the employee and the Elected Official or Department Head. Reimbursement for meals costing less than \$10 does not require a receipt.”

**Is hereby amended as follows:**

County employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the County, including food, lodging, travel and other necessary expenses while away from the office, but excluding any expenses for alcoholic beverages. Tips not to exceed 15% for parking, taxis, or baggage are reimbursable.

Meal costs will be reimbursed at the meal per diem expense rate in accordance with the rates and guidelines of the WA State Office of Financial Management “State Administrative and Accounting Manual.” Lodging costs shall be reimbursed for actual costs of hotel or motel accommodations based on single occupancy. Receipts will be required for lodging costs.

Requests for reimbursement, including required receipts, shall be submitted on an expense report form signed by the employee and the Elected Official or Department Head.


Approved this 28<sup>th</sup> day of August 2001.

  
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Herb Baze, Chairperson

  
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Wesley E. Johnson, Commissioner

  
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Bob Holter, Commissioner

Attest:

  
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Rebecca S. Rogers, Clerk of the Board

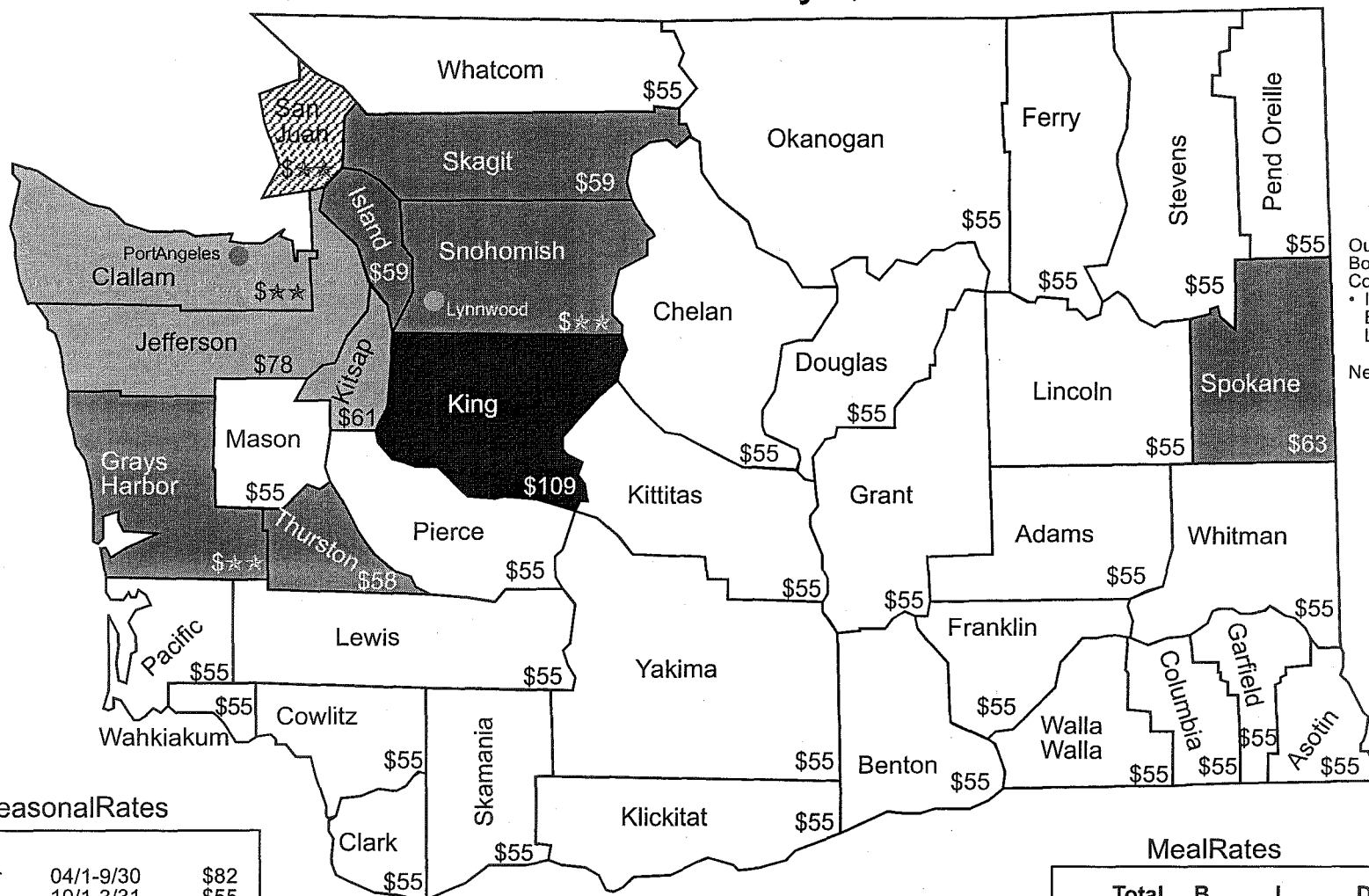
Approved as to Form:

  
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Michael Clift, Chief Deputy Prosecuting Attorney

C: Elected Officials, Dept. Heads, Accounting

# PerDiemRates—January1,2001



Out-of-State to Bordering States/Countries/Cities  
 • Idaho: Benewah, Bonner, Boundary, Latah, Kootenai (Coeur d'Alene), Nez Perce (Lewiston)

## ★★ Seasonal Rates

Grays Harbor	04/1-9/30	\$82
	10/1-3/31	\$55
Clallam		
• Except Port Angeles		\$60
• City of Port Angeles		\$65
San Juan	05/1-9/30	\$95
	10/1-4/30	\$65
Snohomish (Except Lynnwood)		\$59
• City of Lynnwood		\$89

Out-of-State to Bordering States/Countries/Cities  
 • Oregon: Clatsop (Seaside), Columbia, Gilliam, Hood River, Morrow, Multnomah (Portland), Sherman, Umatilla, Wallowa, Wasco

\$ Maximum Lodging Rate  
 ★★ Seasonal Lodging Rates (see table)  
 POV mile age rate \$ .345 per mile

## Meal Rates

	Total	B	L	D
□	\$30	\$7	\$9	\$14
■	\$34	\$8	\$10	\$16
■	\$38	\$9	\$11	\$18
▨	\$42	\$10	\$13	\$19
■	\$46	\$11	\$14	\$21

• For Out-Of-State Per Diem Rates, See Web Site—<http://www.gsa.gov/travel.htm>