

Resolution No. 150-07

**A resolution amending Resolution No. 93-01, Travel Expense Reimbursement**

WHEREAS, the Mason County Personnel Policy, Section 5.6 Travel Expense Reimbursement, needs to be amended to comply with IRS regulations to address single day per diem reimbursement:

WHEREAS, Section 5.6 Travel Expense Reimbursement is here by 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. All travel must be pre-approved by the Elected Official or Department Head or their designee. 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."

*For single day per diem (meal) reimbursement, the meal reimbursement will be processed with the regular payroll, deducting all appropriate taxes, and the amount paid will be applied to the employee's wages.*

*Single day travel is when you do not need overnight accommodations or meet substantial sleep or rest requirements as defined by the IRS.*

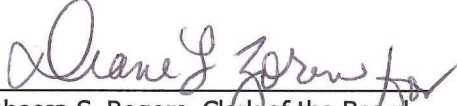
Lodging costs shall be reimbursed for actual costs of hotel or motel accommodations based on single occupancy. Receipts will be required for lodging costs.

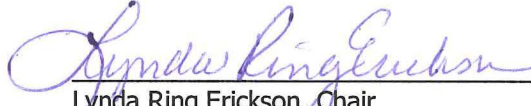
Requests for reimbursement, including required receipts, shall be submitted on an expense report form signed by the employee and the Elected Official or Department Head or their designee.

Approved this 26<sup>th</sup> day of December, 2007.

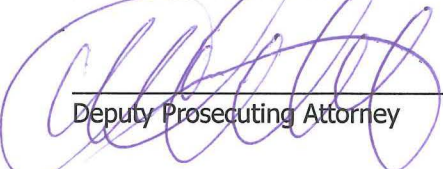
BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

ATTEST:

  
Rebecca S. Rogers, Clerk of the Board

  
Lynda Ring Erickson, Chair

APPROVED AS TO FORM:

  
Deputy Prosecuting Attorney

  
Tim Sheldon, Commissioner

  
Ross Gallagher, Commissioner