

Resolution 2016-1

Reimbursement Policy for Stipends and Expenses

Whereas the Washington State Revised Code of Washington (RCW) provides compensation and reimbursement regulations for Port Commissioners, and

Whereas RCW 53.12.260 Compensation. requires

Each commissioner of a port district shall receive ninety dollars, as adjusted for inflation by the office of financial management in subsection (4) of this section, per day or portion thereof spent (a) in actual attendance at official meetings of the port district commission, or (b) in performance of other official services or duties on behalf of the district....., and

Whereas RCW 53.08.175 Commissioners, officers, and employees—Reimbursement of expenses. requires

Employees, officers, and commissioners of port districts shall, when engaged in official business of the port district, be entitled to receive their necessary and reasonable travel and other business expenses incurred on behalf of the port district. Reimbursement of such expenses may be granted, whether incurred within or without the port district, when submitted on a voucher with appropriate evidence of payment by such employee or official., and

Whereas RCW 53.08.176 Commissioners, officers, and employees—Regulation of expenses. requires

Each port district shall adopt a resolution (which may be amended from time to time) which shall establish the basic rules and regulations governing methods and amount of reimbursement payable to such port officials and employees for travel and other business expenses incurred on behalf of the district. The resolution shall, among other things, establish procedures for approving such expenses; set forth the method of authorizing the direct purchase of transportation; the form of the voucher; and requirements governing the use of credit cards issued in the name of the port district. Such regulations may provide for payment of per diem in lieu of actual expenses when travel requires overnight lodging: PROVIDED, That in all cases any per diem payment shall not exceed the United States general service administration's per diem rates. The state auditor shall, as provided by general law, cooperate with the port district in establishing adequate procedures for regulating and auditing the reimbursement of all such expenses.

Therefore, the Port of Illahee hereby adopts Resolution 2016-1, establishing the following reimbursement policy, in addition to the aforementioned RCWs, for stipends and reimbursement: Approved meetings eligible for stipends are those regularly scheduled such as the monthly Port meetings and the quarterly All Ports meetings, and those previously approved and noted in the meeting minutes. Stipend or reimbursement requests for after-the-fact meetings or work must be presented in writing with an appropriate justification statement.


Commissioner Schaefer


Commissioner Aho


Commissioner Magill