

## Resolution 2023-5

### Policy for Stipends, Expenses, and Reimbursements

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

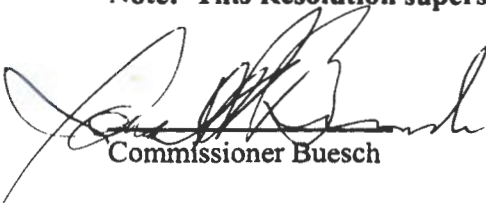
**Whereas RCW 53.08.176 Commissioners, officers, and employees—Regulation of expenses. States:**

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 2023-5, establishing the following stipend, expense, and reimbursement policies:

- (1) Approved meetings eligible for stipends are those regularly scheduled such as the monthly Port meetings and the quarterly All Ports meetings, WPPA 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.
- (2) Commissioners may request per diem for official travel.
- (3) Port issued credit cards shall only be used for official port business (Attmnt 1)
- (4) Reimbursements for Port incurred expenses shall be submitted on a voucher with appropriate evidence of payment.

**Note: This Resolution supersedes Resolution 2016-1.**

  
Commissioner Buesch

  
Commissioner Aho

  
Commissioner Rupert

**PORT OF ILLAHEE  
CREDIT CARD AGREEMENT**

Whereas, the Commissioners of the Port of Illahee desire to establish an agreement for the issuance and use of Port of Illahee Credit Card(s),

Therefore, the Port of Illahee hereby establishes the following agreement for any person being issued a Port of Illahee Credit Card.

Name of person issued credit card: James Aho


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I understand and acknowledge that the Credit Card provided to me by the Port of Illahee is for business purposes only and that personal use of the card is strictly prohibited. I will submit receipts for all purchases charged to the Credit Card to the Port Auditor for reconciliation with Card statements a minimum of 5 days before the next regularly scheduled Port meeting.

I agree to reimburse the district for any unauthorized purchases I make using the Credit Card within ten (10) business days of notification of an amount owed.

I hereby authorize the district to deduct from my stipend any and all amounts due by me to the district for unauthorized purchases I make using the Credit Card, if charges are not reimbursed by me to the district within ten (10) business days of notification of amount owed. A second authorization use of the Credit Card within a fiscal year will result in loss of Credit Card authorization.

I also understand that the Credit Card is the property of the Port of Illahee and must be returned to the Port Board if/when I am no longer serving as a Port Commissioner.

  
Commissioner

James Aho  
printed name