CENTRAL WHIDBEY ISLAND FIRE & RESCUE

IN THE MATTER OF Modifying Resolution 97-03   )   **RESOLUTION #97-03**
Regarding Per Diem and Travel Expenses   )

THE FIRE COMMISSIONERS OF CENTRAL WHIDBEY ISLAND FIRE AND RESCUE
HAVE MET AND DETERMINED THAT:

WHEREAS, RCW 42.24.090 allows per-diem in lieu of cash/receipting for approved travel; and,

WHEREAS, the District Commissioners have reviewed the necessity and feasibility for establishing and maintaining such travel expense procedures;

NOW THEREFORE, BE IT RESOLVED by the Board of Fire Commissioners of Central Whidbey Island Fire and Rescue to hereby adopt the following per diem procedures:

1. Per Diem and mileage/travel expenses are hereby created and established pursuant to the provisions of RCW 42.24.090.

2. Fuel costs shall be reimbursed upon presentation of a receipt, and the mileage rate shall be calculated using the prevailing IRS rate if a **non district** owned vehicle is used. If a District vehicle is available and the individual chooses to travel in his/her private vehicle, the mileage reimbursement will not apply.

3. The Per Diem rate paid in advance of travel shall be determined using the current published rates in effect from the US General Services Administration at www.gsa.gov. for the general area of travel. If a meal is provided (such as included in the conference registration, etc.) the meal amount will be deducted from the advance per diem.

ADOPTED IN OPEN MEETING, this 13 day of November of 2008 at a regular open public meeting of the Board; with the following Commissioners being present and voting:

_____
Paul E. Messner, Commissioner

_____
Cheryl J. Engle, Commissioner

_____
Tom L. Smith, Commissioner

Attest:_____
XXXXXX, District Secretary

CERTIFICATION

I, THE UNDERSIGNED, District Secretary of Central Whidbey Island Fire & Rescue, hereby certify as follows:

1. The attached copy of Resolution No. 97-03 is a full, true and correct copy of the Resolution duly adopted at a regularly scheduled meeting of the Board of Commissioners held on <u>November 13, 2009</u>, as the Resolution appears on the minute books of the District and the Resolution is now in full force effect.

2. A quorum of the Board was present throughout the meeting and a majority of those members on the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of November, 2008.

Central Whidbey Island Fire & Rescue

Joe Biller , District Secretary

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

A RESOLUTION AUTHORIZING   )   RESOLUTION #97-03
PER DIEM AND TRAVEL EXPENSES)

WHEREAS, currently the District is on an accountable reimbursement method of funding travel meals and non-lodging expenses, requiring individuals to obtain receipts for each meal expense while traveling.

WHEREAS, the State Auditor has explained the advantages of a per-diem in-lieu payments system in accordance with RCW 42.24.090.

WHEREAS, the Board of Commissioners have reviewed the necessity and feasibility for establishing such travel expense procedures.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Central Whidbey Island Fire & Rescue hereby adopts the following:

1. Per diem and mileage/travel expenses are hereby created and established pursuant to the provisions of RCW 42.24.090.

2. Fuel costs shall be reimbursed upon presentation of a receipt, and the mileage rate shall be the prevailing IRS rate if a private vehicle is used. If a District vehicle is available and the individual chooses to travel in his private vehicle, the reimbursement payment will not apply.

3. The per diem rate paid in advance of travel shall be $34 per day, based on $8 for breakfast, $10 for lunch and $16 for dinner. If a meal is provided (such as included in conference registrations, etc.), the meal amount will be deducted from the advance per diem.

ADOPTED this 10th day of July, 1997.

BOARD OF COMMISSIONERS
CENTRAL WHIDBEY ISLAND FIRE & RESCUE

CHERYL J. ENGLE, CHAIR

PAUL E. MESSNER, COMMISSIONER

GERALD J. HELM, COMMISSIONER

ATTEST:

DELANE TAYLOR, DISTRICT SECRETARY