

LAKEHAVEN UTILITY DISTRICT
King County, Washington

Resolution No. 2008-1108

A **RESOLUTION** of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, setting meal reimbursement guidelines for meals purchased during travel and in other circumstances.

WHEREAS, District commissioners and employees periodically engage in travel associated with the furtherance of District business, and

WHEREAS, in the course of such travel, it is frequently necessary that a meal or meals be consumed, and

WHEREAS, the Board having considered guidelines for the District's payment for meals purchased during travel and in other circumstances, and

WHEREAS, believing the guidelines set forth herein to be consistent with the responsible management of public funds,

NOW THEREFORE BE IT RESOLVED as follows:

1. Employees and commissioners traveling on District business will be provided a meal allowance of \$ 15.⁰⁰ for breakfast, \$ 18.⁰⁰ for lunch, and \$ 27.⁰⁰ for dinner. Except as provided below, any meals included in a registration fee for a conference or workshop will not be eligible for payment. If a commissioner or employee does not plan to consume any meal provided by the conference or otherwise does not consume a meal, they may receive per diem for that meal by submitting a written explanation describing why the provided meal will not be, or was not, consumed. For employees, the Department Manager or General Manager is responsible for approving these on a case by case basis. Meal reimbursement will be paid only for actual time spent away from the District. For example, where travel does not commence until noon, the traveler would not be eligible for that day's breakfast per diem allowance. Where meetings held between Commissioners and third parties during travel occur at meal time and the District business is discussed, the District may pay for the meal of such third party, provided a receipt and explanation of the business purpose of the meeting is provided. Where local meetings held between Commissioners and third parties occur at meal time and the District business is discussed, the District may pay for the reasonable actual cost of the meal of such Commissioners and third parties, provided a receipt and explanation of the business purpose of the meeting is provided
2. The Board reserves the authority to modify the meal reimbursement guidelines set forth herein at any time.

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3. The provisions of this Resolution shall be effective on the date of adoption below.

ADOPTED by the Board of Commissioners of Lakehaven Utility District, King County, Washington, at an open public meeting this 27th day of March, 2008.

ATTEST:

 _____ President and Commissioner	<input checked="" type="checkbox"/> Yea	_____ Nay	_____ Abstain
 _____ Vice President and Commissioner	<input checked="" type="checkbox"/> Yea	_____ Nay	_____ Abstain
 _____ Secretary and Commissioner	<input checked="" type="checkbox"/> Yea	_____ Nay	_____ Abstain
 _____ Commissioner	<input checked="" type="checkbox"/> Yea	_____ Nay	_____ Abstain
 _____ Commissioner	<input checked="" type="checkbox"/> Yea	_____ Nay	_____ Abstain

Approved as to form:



General Counsel