

**MARYSVILLE FIRE DISTRICT
A REGIONAL FIRE AUTHORITY
RESOLUTION NO. 2020-001;**

**ESTABLISH AN ADVANCE TRAVEL FUND AND NAME
HUMAN RESOURCES MANAGER AS CUSTODIAN**

WHEREAS, it is necessary at times for officers and employees of Marysville Fire District to incur expenses while traveling on business; and

WHEREAS, it is necessary that meal per diem be issued for meal expenses where an overnight stay is deemed necessary and appropriate and funds be advanced to such officers and employees to cover additional authorized travel expenses; and

WHEREAS, RCW 42.24.120 through .160 authorizes the creation and maintenance of a travel expense fund for the purpose of providing such per diems and advancements; and

WHEREAS, the Marysville Fire District Board of Directors have reviewed the necessity for and feasibility of an advance travel expense fund, under the provisions of such statute, and find that it is advantageous for the department and its officers and employees to be able to have the capability of advancing travel expenses and providing meal per diem; and

WHEREAS, any previously adopted resolutions establishing this fund, its custodian, authorized balance, and other provisions will be superseded by the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY, AS FOLLOWS:

1. An advance travel expense fund, hereafter referred to as "TRAVEL FUND", is hereby established pursuant to the provisions of RCW 42.24.120 through .160.
2. The authorized fund balance shall be maintained at \$5,000.00, (Five Thousand Dollars).
3. The Human Resources Manager for Marysville Fire District, is designated and named the custodian of the fund. The designated custodian shall hold such position until terminated by the Board or until termination of employment with Marysville Fire District, whichever shall first occur. The designated custodian or his/her duly appointed successor shall perform the duties set forth in this resolution.
4. Two additional signers shall be designated, including the Fire chief and one other designated by the Fire Chief.
5. The custodian shall deposit all monies received for such fund in the Marysville Fire District "Travel Fund" checking account. Such money shall consist of the initial deposit authorized by this resolution and replenish fund from warrants issued pursuant to vouchers authorized by the Board and refunds of unexpended advances received from officers and employees.

6. Disbursements from the fund shall be made by check signed by the custodian or another account signer. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.
7. All requests for advances for travel expenses, other than meal per diem, by officers and employees shall be timely made to the custodian on written applications in the form designated by the custodian. Requested advancements shall be reasonable estimates of the applicant's travel expense requirements and shall be made for purposes only to defray necessary costs incurred in performing his/her official duties.
8. On or before the third day following the close of the authorized travel period for which expenses have been advanced to any officer or employee, he/she shall submit to the custodian a fully itemized travel expense voucher for all reimbursable items legally expended, accompanied by the unexpended portion of such advance, if any. In the event any advance, or portion thereof, is not repaid or accounted for in the time and manner specified, it shall bear interest at the rate of ten percent per annum from the date of default until paid.
9. To protect the District against any losses from advancements, the District shall have a prior lien against and a right to withhold any and all funds paid by the District to such officer or employee to whom such advance was made. No advance may be made to any officer or employee at any time when he/she is delinquent in accounting for or repaying a prior advance.
10. Daily meal expense per diem shall be issued for all travel where an overnight stay is deemed necessary and appropriate by the Fire Chief. Per District policy, meal receipts are not necessary as the expense is deemed substantiated.
11. Resolution No. 2019-018 is hereby repealed in its entirety and is superseded by this Resolution No. 2020-001.

MARYSVILLE FIRE DISTRICT, A REGIONAL FIRE AUTHORITY

ADOPTED by the Marysville Fire District, A Regional Fire Authority, this 5th day of February, 2020 by majority vote of the members.

BOARD OF DIRECTORS



Board Chairperson

ATTEST:



District Secretary