

**MARYSVILLE FIRE DISTRICT
RESOLUTION 2003-4**

**ADVANCE TRAVEL FUND AND
ADMINISTRATIVE ASSISTANT 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 funds be advanced to such officers and employees to cover such 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 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.

NOW, THEREFORE, BE IT RESOLVED that the Marysville Fire District Board Of Directors hereby adopt the following:

1. An advance travel expense fund, hereafter referred to as "FUND", is hereby established pursuant to the provisions of RCW 42.24.120 through .160.
2. The fund shall be maintained at \$2,500.00, (Two Thousand Five Hundred Dollars).
3. Tracy Sisk, Administrative Assistant 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 their duly appointed successor shall perform the duties set forth in this resolution.
4. 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.
5. Disbursements from the fund shall be made by check signed by the custodian or the Human Resources Manager. Disbursements shall be made only pursuant to statute and pursuant to rules and regulations prescribed by the Washington State Auditor.

6. All requests for advances for travel expenses 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 official duties.

7. 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.

8. To protect Marysville Fire 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.

ADOPTED at the regular meeting of the Board of Directors of the Marysville Fire District this 19th day of March, 2003.

Chairperson

Boardmember

Boardmember

Boardmember

Boardmember

Boardmember

Boardmember

ATTEST:

Administrative Assistant