

RESOLUTION NO. 603

TRAVEL EXPENSE POLICY

WHEREAS, it has been determined that the use of per diem and mileage reimbursement is an efficient method of conducting some portions of the District's business, and

WHEREAS, the District has consulted with the local State Auditor to determine what is a "reasonable amount" of per diem for State and County employees, and

WHEREAS, the District desires to set the standard mileage reimbursement rate at the rate allowed by the IRS rules, which are modified by the IRS from time to time, and

WHEREAS, the District has established per diem amounts of \$10 for breakfast, \$10 for lunch and \$15 for dinner and if the amount paid by the employee is greater than these amounts, the employee provides a receipt and is reimbursed the difference, and

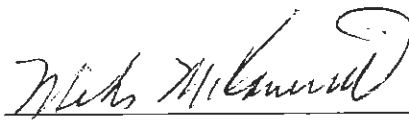
WHEREAS, tips and gratuities are paid by a "reasonable amount", and

WHEREAS, the District allows one phone call upon arrival to hotel for employee or board member, and

WHEREAS, actual lodging expenses shall be reimbursed by the District or paid in advance for District Board Members and employees when overnight accommodations are required to reasonably conduct the business of the District, and

BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS of the East Wenatchee Water District that the above travel expense policy is effective from this point forward.

ADOPTED, by the BOARD OF COMMISSIONERS of the EAST WENATCHEE WATER DISTRICT, Douglas County, Washington at a regular meeting thereof, this 19th day of November 2008.



Mike McCourt, President

ATTEST:



Terry Barnes, Secretary