

ORDINANCE NO. 2375

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, RELATING TO THE ADVANCE TRAVEL REVOLVING FUND AMENDING SECTIONS 3.44.020 AND 3.44.040 OF THE REDMOND MUNICIPAL CODE TO INCREASE THE AMOUNT OF THE FUND TO \$20,000 AND TO REQUIRE SUBMISSION OF TRAVEL EXPENSE VOUCHERS ON OR BEFORE THE 15TH DAY FOLLOWING THE TRAVEL PERIOD.

WHEREAS, the Finance Department has recommended that the amount of the City Advance Travel Fund be increased from \$10,000 to \$20,000, and that the number of days allowed to submit travel expense vouchers be increased from 10 days following the travel period to 15 days following the travel period to conform to the requirements of the State Auditor's Office, now therefore,

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON,
DO ORDAIN AS FOLLOWS:

Section 1. Amount of Advance Travel Fund. Section 3.44.020 of the Redmond Municipal Code is hereby amended to read as follows: 3.44.020 Amount of fund -- Replenishment. Monies deposited into the advance travel revolving fund shall not exceed the sum of \$20,000 and this provision shall constitute an appropriation from the various funds and departments of the city of such amounts as are determined necessary by the Mayor and Finance Director to increase the total deposits into the fund up to said amount. Periodically, as the fund is depleted by advance payments for travel expenses, the fund shall be replenished by checks or budgetary transfers from the department or fund properly charged for the travel expense of the official or employee to whom advance travel expenses have been made.

Section 2. Travel expense voucher submission within 15 days of travel.

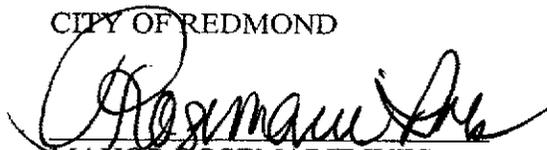
Section 3.44.040 of the Redmond Municipal Code is hereby amended to read as follows:

3.44.040 Travel expense voucher. On or before the fifteenth day following the close of the authorized travel period for which expenses have been advanced, the official or employee shall submit to the Finance Director a fully itemized travel expense voucher for all reimbursable items legally expended, accompanied by the unexpended portion of such advance, if any. Any advance made for this purpose, or any portion thereof, not repaid or accounted for in the time and manner specified herein, shall bear interest at the rate of ten percent per year from the date of default until paid.

Section 3. Validity. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

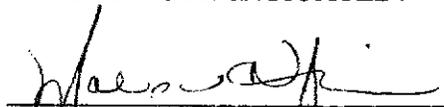
Section 4. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

CITY OF REDMOND



MAYOR ROSEMARIE IVES

ATTEST/AUTHENTICATED:



CITY CLERK, MALISA FILES

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY:  _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO. 2375

October 30, 2007
December 4, 2007
December 10, 2007
December 15, 2007