

# RESOLUTION NO. 1648

A RESOLUTION OF THE PORT OF PASCO GOVERNING REIMBURSEMENT AND PAYMENT OF TRAVEL AND OTHER BUSINESS EXPENSES FOR COMMISSIONERS, OFFICIALS, AND PORT STAFF

**WHEREAS**, the Port Commissioners have previously adopted a policy establishing the basic rules and regulations governing the reimbursement and payment of travel and other business expenses incurred by Port Commissioners, officers and employees and from time to time finds it necessary to revise directives due to changes in law and/or operations of the Port; and

**WHEREAS** the Board of Commissioners would like to clarify definition of travel and expense reimbursement for the Port Commissioners, officials and staff for which the Port will reimburse or otherwise pay; and

**NOW, THEREFORE, BE IT RESOLVED** that the Port of Pasco shall reimburse, or otherwise pay for travel and other expenses by the Port Commissioners, officials and staff when on official business on behalf of the Port District, which shall include (but is not limited to) the following activities:

1. Calling upon customers or potential customers of the Port District for the purpose of promoting and selling the services and facilities of the Port District.
2. Meeting with, negotiating or consulting with others for the purpose of carrying out official functions, duties, conferences or discussions on matters relating to Port development and operation, or the development of business opportunities which might enhance the economy of the real estate situated with the Port District.
3. Attendance at meetings of organizations which the Port district holds memberships, or to which the Port District is officially affiliated for purposes of education, research, promotion or joint action, including (but not limited to) the approved organizations listed on the association assignment list.
4. Attendance at regular or special meetings and conferences by Port Commissioners from the Commissioner's place of residence to the place of meeting of the commission.

**BE IT FURTHER RESOLVED** that any travel of any Port Commissioner to meetings, conferences and other business of the approved association assignment list is hereby approved, together with any other travel authorized by the Board of Commissioners.

**BE IT FURTHER RESOLVED** that per diem reimbursement for Commissioners and travel and meal reimbursement for employees shall be outlined in the Port's Travel and Meal Reimbursement Policy, and will be reimbursed according to the Port's Financial Policies and Procedures. All travel expenses must be reviewed by the Finance Director before reimbursement.

This Resolution is in compliance with R.C.W. 53.08.176. Procedures for approving expenses, authorizing direct purchase of transportation, the form of the voucher, and requirements governing the use of credit cards issued in the name of the port district are stated in the Port's Financial Policies and Procedures, and the Travel and Meal Reimbursement Policy.

Resolution 1648 supersedes all prior resolutions dealing with the same subject matter.

Adopted this 12<sup>th</sup> day of February 2025.

PORT OF PASCO COMMISSION

  
Jean Ryckman, President



Hans J. Engelke, Vice-President



Vicki Gordon, Secretary