



Finance, Budget and Administration

Jim Martin

Council Initiated:

☐ Yes

☒ No

ECAF: 2025-3347

Motion: 25-500

Type:

☐ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☒ Other

Requested Handling:

☒ Normal

☐ Expedite

☐ Urgent

Fund Source:

☐ General Fund

☐ Other

☒ N/A

Executive Rec:

☒ Approve

☐ Do Not Approve

☐ N/A

Approved as to

Form:

☐ Yes

☐ No

☒ N/A

Subject: Approving the Finance Department Travel Policy #1211 as per Snohomish County Code section 3.36.045.

Scope: This motion approves the updated Finance General Travel Policy #1211. Changes to policy include language clarifications, addition of time spent traveling to out-of-town locations policy, with examples for clarification, increase from 10% to 15% for actual expenses that exceed in aggregate those previously authorized, policies for meals purchased in flight, rental car provisions, and exemptions for witness from the Prosecuting Attorney's Office.

Duration: N/A

Fiscal Impact: ☐ Current Year ☐ Multi-Year ☒ N/A

Expenditures	Current Year	2025	2026	2027	2028	Total
						0
						0
Total's	0	0	0	0	0	0

Revenue	Current Year	2025	2026	2027	2028	Total
						0
						0
Total's	0	0	0	0	0	0

Authority Granted: N/A

Background: Snohomish County Code chapter 3.36.045 provides for policy updates to be submitted by the Finance Director to Council for approval.

Requested Action: Move to GLS on November 5th for consideration.