

# Finance, Budget and Administration

Jim Martin

Council	<b>Initiated:</b>

□Yes ⊠No

ECAF:	2025-3347
Motion	• 25-500

Type:

 $\square \\ Contract$ 

 $\square$  Board Appt.

 $\square$  Code Amendment

 $\square$  Budget Action

 $\boxtimes$ Other

## **Requested Handling:**

⊠Normal

□ Expedite

 $\square$  Urgent

#### **Fund Source:**

☐General Fund

Other

 $\boxtimes N/A$ 

### **Executive Rec:**

 $\boxtimes$ 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

<u>Fiscal Impact:</u> □ Current Year □ Multi-Year ☑ N/A

Expenditures	<b>Current Year</b>	2025	2026	2027	2028	Total
						0
						0
Total's	0	0	0	0	0	0

Revenue	<b>Current Year</b>	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 5<sup>th</sup> for consideration.