

## Finance, Budget and Administration

Jim Martin

Council	<b>Initiated:</b>

□Yes ⊠No

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**ECAF:** 2025-3346 **Motion:** 25-499

Type:

□ Contract

☐ Board Appt.

 $\square$  Code Amendment

☐ Budget Action

 $\boxtimes$ Other

**Requested Handling:** 

⊠Normal

☐ Expedite

□Urgent

**Fund Source:** 

☐ General Fund

Other

 $\boxtimes N/A$ 

**Executive Rec:** 

☐ Do Not Approve

□N/A

Approved as to

Form:

□Yes

□No

⊠N/A

Subject: Approving the Finance Department General Business Expense

Reimbursement Policy #1209 as per Snohomish County Code section

3.36.045.

**Scope:** This motion approves the updated Finance General Business Expense

Reimbursement Policy #1209. Changes to policy include language clarifications, limitations on reimbursements (must be within 90 days and not extend past year end, and shall be for less than \$10,000), and a threshold increase from \$350 to \$500 for pre-authorizations by either the department head (\$500 or less) or Executive (over \$500). The update also includes language related to the use of County provided vehicles

that was not in the policy previously.

**Duration:** N/A

Fiscal Impact: □ 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

**<u>Background:</u>** 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.