



Finance, Budget and Administration

Jim Martin

Council Initiated:

☐ Yes

☒ No

ECAF: 2025-3346

Motion: 25-499

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 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	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.