
**KENNEWICK IRRIGATION DISTRICT
RESOLUTION 2016-13**

**REVISING POLICY 2.3,
TRAVEL AUTHORIZATION & REIMBURSEMENT
Setting Rules and Regulations for Employee or Official Travel on District Business**

WHEREAS, the Board of Directors of Kennewick Irrigation District previously adopted Travel Authorization & Reimbursement Policy 2.3 Revision 5 on March 18, 2014; and

WHEREAS, this revision required the creation of a separate checking account to be used exclusively for the issuance of travel advance checks; and

WHEREAS, the District does very few travel advances annually; and

WHEREAS, the Finance staff has determined that a separate checking account is not required by the Revised Code of Washington nor by policy as determined and directed by the Washington State Auditor's Office; and

WHEREAS, Finance staff is confident that it has procedures in place to track, manage, and audit travel advances and maintain appropriate internal controls; and

WHEREAS, Finance staff wants to revise the District's policy so as not to require a separate checking account to issue travel advances; and

WHEREAS, the Board originally adopted these procedures by resolution the Board should modify them by resolution.

NOW THEREFORE BE IT RESOLVED that the Board of Directors adopts the Policy 2.3, Travel Authorization & Reimbursement, Revision 6.

Revision 6 deletes sections 7.2 and 7.3 and correspondingly renumbers the following subsequent sub-sections of Section 7 Advances to Travel Expense of KID Policy 2.3 Travel Authorization & Reimbursement.


Resolution 2016-13 is hereby adopted by the Board of Directors of the Kennewick Irrigation District, Benton County, Washington, at a meeting with a quorum present in open public session thereof, this 5th day of April, 2016.



David McKenzie, Board President



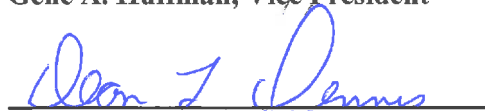
Patrick McGuire, Director



Gene A. Huffman, Vice President



Kirk Rathbun, Director



Dean Dennis, Director