

# Washington State Boundary Review Board for King County

## Member Voucher Payment Standard Operating Procedures

Adopted April 11, 2024

Revised May 8, 2025

### I. Policy Framework:

- a. Organization and Rules of Practice and Procedure Section ([ORPP](#)) II.A.4
  - i. COMPENSATION (Authority RCW 36.93)
  - ii. Compensation is provided for attendance at a Regular Meeting, Special Meeting, Public Hearing or Committee Meeting. Each Member of the Board shall be entitled to compensation at the statutory rate per day or major portion thereof for time actually devoted to the work of the Boundary Review Board. Each Member shall also be entitled to compensation at the statutory rate for other time actually devoted to the work of the Boundary Review Board (e.g., attendance at professional educational/training activities.) (Authority RCW 36.93.070)

### II. Procedures

- a. Members will submit at least quarterly vouchers and receipts for reimbursable expenses no later than the day after the regular meetings in March, June, September and December. Members may submit vouchers more frequently, i.e., monthly, if they choose to do so.
- b. Members will submit vouchers to [Angelica.Velasquez@kingcounty.gov](mailto:Angelica.Velasquez@kingcounty.gov) and [Shelby.Miklethun@kingcounty.gov](mailto:Shelby.Miklethun@kingcounty.gov).
- c. Committee meetings must be called by a King County Boundary Review Board committee chair to qualify for payment per ORPP II.A.4.
- d. Washington State Association of Boundary Review Boards (WSABRB) conferences, trainings and legislative visits will be considered professional educational/training activities per ORPP II.A.4. The Board Chair may limit the number of attendees for said activities based on the Board's budget.
- e. Members will be reimbursed for expenses, including, but not limited to, meals, lodging and vehicle mileage. Reimbursements, including those for expenses in excess of amounts [General Services Administration \(GSA\) Federal Per Diem](#) rates, will be at the Executive Secretary's discretion, and advanced permission, except for vehicle mileage to and from Board meetings, should be requested by Members to the Executive Secretary. The Executive Secretary's decision will be based on the reasonableness of the expense as well as the Board's budget. The Executive Secretary may consult with the Board Chair, Board Chair-Elect and/or Chair of the Budget Committee when evaluating said factors. Personal vehicle mileage will be paid at [GSA Federal Personal Vehicle Mileage](#) rates.
- f. Board Staff will promptly process voucher payments each quarter. Staff will make all efforts to pay Members in the budget cycle in which expenses were incurred. When possible, Board Staff shall process expense reimbursements via the King County Manual Pay payment process.
  - i. Board Staff will use the following expenditure codes for member payments:
    - A. 53812E – BOARD ELECT OFFICIAL FEE
      - a. Member compensation described in Section I above.
    - B. 53330B – PRIVATE AUTO MILEAGE

- a. Members must provide either specific trip addresses of start and finish or a number of total miles traveled.

C. 53310 – TRAVEL SUBSISTANCE IN STATE

- a. Member expense reimbursements while traveling for Board business. See Section II.C above.

D. 53120 - MISCELLANEOUS SERVICES

- a. Other expenses incurred by Members. See Section II.C above.

# Washington State Boundary Review Board for King County

## Member Voucher

Name: \_\_\_\_\_

### **BOARD ELECT OFFICIAL FEE - \$50.00**

Date	Meeting

### **PRIVATE AUTO MILEAGE**

[GSA Federal Personal Vehicle Mileage Rates](#)

Date	Start Address	Return Address	Mileage

### **TRAVEL SUBSISTANCE IN STATE – RECIEPTS REQUIRED**

[GSA Federal Per Diem Rates](#)

Date	Item	Cost

### **Other – DETAIL THE EXPENSE**

Date	Item	Cost