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Resolution Number: 2021-2282
Adopted: May [9], 2021
Effective Date: July [1], 2021

WASHINGTON SUBURBAN SANITARY COMMISSION

RESOLUTION

SUBJECT: A RESOLUTION by the Washington Suburban Sanitary Commission ("Commission" or "WSSC") adopting amendments to Chapter 9.85, Official Travel Expense Reimbursement, of the WSSC Code of Regulations

WHEREAS, in June of 2018, the Commission adopted the Travel Expense Reimbursement Regulation ("Travel Regulation") for WSSC Water employees, Commissioners, and approved consultants;

WHEREAS, in addition to the adoption of the Travel Regulation, WSSC Water implemented an online software solution for booking travel as well as managing the travel from request to expense reconciliation;

WHEREAS, within the first year of implementation of the new Travel Regulation and online tool, a Strategic Sourcing Team ("Team") was reconvened to perform an analysis of the online tools as well as an analysis of the entire travel process; and

WHEREAS, the Team recommended amendments to the Travel Regulation including updates to the online tool, elimination of the online booking solution and revisions to the travel expense reimbursement regulation.

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby adopts the recommended amendments to Chapter 9.85, Official Travel Expense Reimbursement; and

BE IT FURTHER RESOLVED, that these amendments shall be effective July 1, 2021; and

BE IT FURTHER RESOLVED that travel booked before June 30, 2021 will be subject to the previous Travel Regulation. Any travel booked on or after July 1, 2021 shall comply with the amended Chapter 9.85; and

BE IT FURTHER RESOLVED, that notice of this resolution and this action taken hereunder shall be published in at least one (1) newspaper of general circulation in each county of the Washington Suburban Sanitary District for thirty (30) days prior to the effective date.

BE IT FURTHER RESOLVED, that this resolution shall take effect May [19], 2021.

A true copy:

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Julianne Montes De Oca, Corporate Secretary







COMMISSION SUMMARY

AGENDA CATEGORY: Finance Office

ITEM NUMBER:

DATE: May 19, 2021

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| SUBJECT | Vote - Proposed Amendments to Official Travel Expense Reimbursement Regulation 9.85 |
| SUMMARY | The purpose of this agenda item is for the Commissioners to approve Resolution 2021-2282 amending the Travel Expense Reimbursement Regulation 9.85. The proposed amendments were presented in the April 21, 2021 meeting and include; changes to the travel expense management tool, clarifying language for consultants, as well as a recommendation from the OIG for consultant mileage. |
| SPECIAL COMMENTS | N/A |
| CONTRACT NO./ REFERENCE NO. | N/A |
| COSTS | N/A |
| AMENDMENT/ CHANGE ORDER NO. AMOUNT | N/A |
| MBE PARTICIPATION | N/A |
| PRIOR STAFF/ COMMITTEE REVIEW | Carla A. Reid, General Manager/CEO  |
| PRIOR STAFF/ COMMITTEE APPROVALS | Joseph F. Beach, Deputy General Manager for Administration  Patricia A. Colihan, Chief Financial Officer  Amanda Conn, General Counsel  |
| RECOMMENDATION TO COMMISSION | |
| COMMISSION ACTION | Vote 5-0 <i>yes</i> |