

**RESOLUTION NO. RES-25-1118**

**A RESOLUTION BY THE CITY OF LYNDEN, WASHINGTON  
TO UPDATE THE TRAVEL AND BUSINESS EXPENSE POLICY AND  
REPLACING RESOLUTION 998 FROM 2019**

WHEREAS, it is the intent of the City of Lynden (City) to reimburse City employees for all necessary and reasonable travel and related expenses incurred while on City business; and

WHEREAS, the City's Travel and Business Expense Policy establishes the guidelines for reimbursement of travel expenses; and

WHEREAS, the purpose of this policy is to provide consistent application and use of travel funds and vehicle usage; and

WHEREAS, the City desires to update the Travel and Business Expense Policy to current rates and standards, and to incorporate this policy into the Employee Handbook; and

WHEREAS, the Washington State Budgeting, Accounting and Reporting System (BARS) Manual 3.8.2.20 requires that the legislative body pass an ordinance or resolution to establish the rules and regulations for the reimbursement of travel expenses, and

WHEREAS, the foregoing recitals are material findings and declarations of the City Council;

NOW, THEREFORE, BE IT ORDAINED BY the City Council of the City of Lynden as follows:

Section A: City of Lynden Travel Policy dated May 2019 is replaced with the City of Lynden Travel and Business Expense Policy in the attached Exhibit A.

Section B: If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Council hereby declares that it would have passed this code and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact than any one or more sections, subsections, sentences, clauses or phrases has been declared invalid or unconstitutional, and if, for any reason, this ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

PASSED BY THE CITY COUNCIL OF LYNDEN BY AN AFFIRMATIVE VOTE, \_\_\_\_ IN FAVOR \_\_\_\_  
AGAINST, AND SIGNED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
MAYOR

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CITY ATTORNEY