

benefits, and material furnished or used upon such work, taxes and contributions to the state of Washington, and all damages that may be sustained by any person, firm or corporation due to a failure of the principal to make such installation in accordance with the provisions of this chapter, or any ordinance, building code or regulation applicable thereto.

Note: See also section 2, chapter 88, Laws of 1967.

Passed the House March 17, 1967.

Passed the Senate March 29, 1967.

Approved by the Governor April 6, 1967.

CHAPTER 16.

[Reengrossed Substitute House Bill No. 403.]

EXPENSES OF STATE PERSONNEL AND PROSPECTIVE PERSONNEL—MOVING, INTERVIEWS, MILEAGE, ADVANCES.

AN ACT relating to state government; providing for payment of moving expenses of deputies and other employees; authorizing payment of travel expenses of state officials and employees and of prospective employees called for interviews; authorizing certain advance expenditures; amending section 43.03.060, chapter 8, Laws of 1965 and RCW 43.03.060; amending section 43.03.110, chapter 8, Laws of 1965 and RCW 43.03.110; and adding new sections to chapter 8, Laws of 1965 and to chapter 43.03 RCW.

Be it enacted by the Legislature of the State of Washington:

Section 1. Section 43.03.110, chapter 8, Laws of 1965 and RCW 43.03.110 are each amended to read as follows:

RCW 43.03.110 amended.

Whenever it is reasonably necessary to the successful performance of the required duty of a state office, commission, department or institution to transfer a deputy or other employee from one station to another within the state, thereby necessitat-

State employees—Moving expenses.

State employ-
ees—Moving
expenses.

ing a change of such deputy's or employee's domicile, it shall be lawful for such office, commission, department or institution to move such deputy's or employee's household goods and effects to the new station at the expense of the state, or to defray the actual cost of such removal by common carrier, or otherwise, at the expense of the state, in which latter event reimbursement to the deputy or employee shall be upon voucher submitted by him and approved by the department head.

New state
employees—
Moving ex-
penses, when.

Sec. 2. Any state office, commission, department or institution may also pay the moving expenses of a new employee, necessitated by his acceptance of state employment, pursuant to mutual agreement with such employee in advance of his employment: *Provided*, That if such employee is in the classified service as defined in chapter 41.06 RCW, that said employee has been duly certified from an eligible register. No such offer or agreement for such payment shall be made to a prospective member of the classified service, prior to such certification, except through appropriate public announcement by the department of personnel, or other corresponding personnel agency as provided by chapter 41.06 RCW. Payment for all expenses authorized by this 1967 amendatory act including moving expenses of new employees, exempt or classified, and others, shall be subject to reasonable regulations promulgated by the budget director, including regulations defining allowable moving costs: *Provided*, That, if the new employee terminates or causes termination of his employment with the state within one year of the date of employment, the state shall be entitled to reimbursement for the moving costs which have been paid and may withhold such sum as necessary therefor from any amounts due the employee.

Sec. 3. There is added to chapter 8, Laws of 1965 and to chapter 43.03 RCW a new section to read as follows:

Any state office, commission, department or institution may agree to pay the necessary travel expenses of a prospective employee as an inducement for such applicant to travel to a designated place to be interviewed by and for the convenience of such agency: *Provided*, That if such employment is to be in the classified service, such offer may be made only on the express authorization of the state department of personnel, or other corresponding personnel agency as provided by chapter 41.06 RCW, to applicants reporting for a merit system examination or to applicants from an eligible register reporting for a pre-employment interview. Travel expenses authorized for prospective employees called for interviews shall be payable at the rates prescribed by law for state employees. When an applicant is called to be interviewed by or on behalf of more than one agency, the authorized travel expenses may be paid directly by the authorizing personnel department or agency, subject to reimbursement from the interviewing agencies on a pro rata basis.

New section.

Prospective state employees—Travel expenses for interview.

In the case of both classified and exempt positions, such travel expenses will be paid only for applicants being considered for the positions of director, deputy director, assistant director, or supervisor of state departments, boards or commissions; or equivalent or higher positions; or engineers, or other personnel having both executive and professional status. In the case of institutions of higher education, such travel expenses will be paid only for applicants being considered for academic positions above the rank of instructor or professional or administrative employees in supervisory positions.

RCW 43.03.060 amended.

Sec. 4. Section 43.03.060, chapter 8, Laws of 1965 and RCW 43.03.060 are each amended to read as follows:

State officers —Mileage.

Whenever it becomes necessary for an elective or appointive official or employee of the state to travel away from his designated post of duty while engaged on official business, and it is found to be more advantageous and economical to the state that he travel by a privately owned automobile rather than a common carrier, he shall be allowed a mileage rate not to exceed ten cents a mile.

New section.

Sec. 5. There is added to chapter 8, Laws of 1965 and to chapter 43.03 RCW a new section to read as follows:

Procedures for reporting expenses of state employees.

The budget director shall prescribe procedures for reporting of expenditures incurred by any state office, board, commission, department, or institution under the provisions of sections 1 through 4 of this 1967 amendatory act, and shall report the aggregate expenditures for such purposes to the forty-first session of the legislature when it convenes in January, 1969.

Advances of expenses.

Sec. 6. Whenever it becomes necessary for an elective or appointive official or employee of the state to travel and to incur expenses for which reimbursement may be made, it shall be the policy of the state to make reasonable allowances to such officers and employees in advance of expenditure, on request of such officer or employee, under appropriate rules and regulations prescribed by the budget director.

“Department” defined.

Sec. 7. “Department”, as used herein, shall mean every department, office, agency or institution of state government.

Warrant for expense advancement.

Sec. 8. The head of any state department may issue an advance warrant on the request of any

officer or employee for the purpose of defraying his anticipated reimbursable expenses while traveling on business of such state department away from his designated post of duty, except expenses in connection with the use of a personal automobile. The amount of such advance shall not exceed the amount of such reasonably anticipated expenses of the officer or employee to be necessarily incurred in the course of such business of the state for a period of not to exceed thirty days. Department heads shall establish written policies prescribing a reasonable amount for which such warrants may be written.

Sec. 9. On or before the tenth day following each month in which such advance was furnished to the officer or employee, he shall submit to the head of his department a fully itemized travel expense voucher fully justifying the expenditure of such advance or whatever part thereof has been expended, for legally reimbursable items on behalf of the state. Any unexpended portion of such advance shall be returned to the agency at the close of the authorized travel period. Payment shall accompany such itemized voucher at the close of the travel period; and may be made by check or similar instrument payable to the department. Any default in accounting for or repaying an advance shall render the full amount which is unpaid immediately due and payable with interest at the rate of ten percent per annum from the date of default until paid.

Itemized ex-
pense voucher
—Unexpended
sums.

Sec. 10. To protect the state from any losses on account of advances made as provided in sections 6 through 12 of this act, the state shall have a prior lien against and a right to withhold any and all funds payable or to become payable by the state to such officer or employee to whom such advance has been given as provided in sections 6 through 12 of this act, up to the amount of such advance and

State lien for
unexpended
sums. Priority.

State employ-
ees—Travel
expense
advances.

interest at the rate of ten percent per annum, until such time as repayment or justification has been made. No advance of any kind may be made to any officer or employee under sections 6 through 12 of this act, at any time when he is delinquent in accounting for or repaying a prior advance under sections 6 through 12 of this act.

Advancement
not loan.

Sec. 11. An advance made under sections 6 through 12 of this act shall be considered as having been made to such officer or employee to be expended by him as an agent of the state for state purposes only, and specifically to defray necessary costs while performing his official duties. No such advance shall be considered for any purpose as a loan to such officer or employee, and any unauthorized expenditure of such funds shall be considered a misappropriation of state funds by a custodian of such funds.

Rules and
regulations
for travel
advances.

Sec. 12. The budget director may prescribe rules and regulations to assist in carrying out the purposes of sections 6 through 12 of this act including regulation of travel by officers and employees and the conditions under which per diem and mileage shall be paid, so as to improve efficiency and conserve funds and to insure proper use and accountability of travel advances strictly in the public interest and for public purposes only.

Codification.

Sec. 13. Sections 6 through 12 of this act are added to chapter 8, Laws of 1965 and to chapter 43.03 RCW.

Passed the House March 21, 1967.

Passed the Senate March 29, 1967.

Approved by the Governor April 6, 1967.