



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: October 15, 2019

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Proposed Policy – Travel

Background: One of the recommendations of the forensic auditor was for the City to adopt a travel reimbursement policy due to findings they produced in the audit. The purpose of The Travel Policy is to establish uniform guidelines for authorization of travel; and reimbursement and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees or elected officials in the course of their regularly assigned work duties

Staff Recommendation: Review the proposed policy, make any recommendations necessary and then adopt the policy

Suggested Motion: I move we approve the travel policy.

Alternatives: Do not adopt the policy

Fiscal Impact: None

Attachments: Draft Policy