

**TO:** City of Dacula City Council and Mayor  
**FROM:** Jack Wilson, City Attorney  
**DATE:** March 23, 2023  
**SUBJECT:** Travel & Expense Policy

Dear Mayor and Members of the City Council:

City staff reviewed the City's procedures for reimbursement of expenses and travel in the Personnel Management System and recommends adopting a standalone Travel & Expense Policy to supplement said procedures. This Policy includes most recent updated amounts from the federal General Services Administration (GSA) and provides a framework for the accounting staff to monitor and manage these expenses. Staff recommends approval of the updated draft in the form following this memo.

If you have any questions or need any additional information, please do not hesitate to contact me.