

SUBMITTED BY: Alejandro Martinez, Finance Director

MANAGEMENT TEAM REVIEW: Luis Pedroza, Deputy City Manager

FOCUS AREA: Organization Improvements

**ORGANIZATIONAL
IMPROVEMENTS:** N/A

SUBJECT: **RESOLUTION NO. 23-1559**, a Resolution of the Mayor and Council of the City of Douglas, Cochise County, Arizona, **AMENDING CITY of DOUGLAS POLICY NUMBER 2.01** dealing with **TRAVEL POLICY** for employee, appointed or elected officials of the City of Douglas.

EXECUTIVE SUMMARY:

The City of Douglas travel policy currently has set and outdated rates for both per diem and mileage reimbursement that do not account for inflation or differing costs of food at the different cities. The purpose of this policy update is to implement the use of up-to-date rates as determined by the United States General Services Administration.

BACKGROUND:

Both the per diem and mileage reimbursement rates will now be determined by the US General Services Administration rates at the time the travel request is submitted. Staff requested travel policies from cities and towns in Arizona to get an idea as to what the norm is among local government; 9 out of the 11 cities and towns that responded use GSA rates as part of their process.

Other changes/updates include:

- New language in Section I providing general principles.
- New language in Section II that provides clarity on what would merit a lodging expense. Additionally, it provides clarity on per diem proration for partial days.

DISCUSSION:

An average from \$59 to \$74 would be provided on daily per diem dependent of the state/city of travel. Staff recommend approval of the policy changes as presented.

FISCAL IMPACT:

None. Departments will not receive an increase in their travel and training budget line items.

Fiscal Year: 2023/2024

Amount Requested: \$0

Budgeted: Y / N

Account (s):

“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE RESOLUTION NO. 23-1559.”