



Meeting Agenda Coversheet

MEETING DATE:	March 10, 2026	Submitted By: Annette Wilson, Commissioner	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>	DISCUSSION, PER DIEM		
STAFF RECOMMENDATION: (MOTION READY)	FOR DISCUSSION		
SUMMARY and/or JUSTIFICATION:	<p>Currently, the Town Commission has not formally adopted a standardized per diem rate for meals and incidental expenses during official travel. Discussing the establishment of a clear per diem policy helps ensure transparency, fiscal responsibility, and uniform application of reimbursement practices for employees and elected officials.</p>		
SELECT, if applicable			BUDGET:
	STAFF REPORT:		PROCLAMATION:
	EXHIBIT(S):	X	OTHER:
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Per Diem Survey Town of Dundee Reimbursement Form		
SELECT, if applicable	RESOLUTION:		ORDINANCE:
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(If Item is not a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)</i>			
FISCAL IMPACT (if any):	There is no fiscal impact as a result of this discussion		\$0.00