



STAFF REPORT

MEETING DATE: November 17, 2025

MEETING TYPE: City Council

SUBMITTED BY: Karen Steward

AGENDA CAPTION: Discuss and consider Resolution **R2025** OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS TRAVEL POLICY ATTACHED HERETO AS EXHIBIT "A"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.
Presented by: Karen Steward, Human Resource Director

Background

Information

The purpose of this item is to update the Travel Policy and to adopt **Resolution No. 2025-** updating the per diem, meals (subsistence) and mileage rates consistent with the City of Hutchins and Government Service Administration (GSA) standards.

It is the policy of the City of Hutchins to reimburse employees and other persons who are authorized to represent the City at various conferences, meetings, conventions, seminars, and functions as well as employees who must travel to attend required otherwise approved training programs. The city recognizes that the public interest requires employees to travel at times to conduct City business. The city also recognizes that the public interest is served by the advancement of training and professional development of employees. Travel for City business is to be arranged to utilize the most economical means available. This policy is applicable to all City employees and elected officials and applies to all travel on City business of 50 miles or more or requiring an overnight stay and to all travel reimbursements, subject to budget limitations and authenticated expenses.

Staff Recommendation

Staff recommends that Council approves **Resolution R2025** to adopt the City's Travel Policy.

Supporting Documentation and Attachments

Resolution **R2025**
Travel Policy