



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

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**SUBMITTER:** Jennifer Harrell

**MEETING DATE:** May 5, 2022

**AGENDA SECTION:** CONSENT

**DEPARTMENT:** Human Resources

**TITLE OF ITEM:** Revision of the Travel Policy – *Jennifer Harrell, HR Director*

**SUGGESTED MOTION(S):**

I move City Council adopt the Travel Policy as presented.

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**SUMMARY:**

The Travel Policy limits employees that travel for conferences, trainings, etc. for only their current position. Staff recommends adding travel for current position or their next level position. Clarification is made when a City Purchasing card may be used.

**BUDGET IMPACT:** \$0.00

**Is this expenditure approved in the current fiscal year budget?**

**If no, describe how it will be funded.**

**ATTACHMENTS:** Travel Policy