

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: January 4, 2022

DEPARTMENT: Financial Services

TITLE:

Resolution No. 01-2022 updating the City of Lake Worth Beach's travel policy

SUMMARY:

Resolution 01-2022 updates the City's travel policy and the legislatively required actions governing the classes of travel, amounts of meal allowance, and mileage reimbursement rate in the resolution.

BACKGROUND AND JUSTIFICATION:

The City of Lake Worth Beach shall allow travel for business and training purposes that directly benefit City initiatives and activities. This comprehensive travel policy is intended to provide for the reasonable and prudent use of public funds. To be expensed and reimbursable, expenditures must be incurred as a result of necessity pursuant to the employee's office duties.

This administrative policy shall apply to: City Commissioners, appointed board or commission members, and City employees who are authorized pursuant to the following procedures to incur travel expenses in the performance of their office capacities.

MOTION:

Move to approve/disapprove Resolution 01-2022 updating the City of Lake Worth Beach's travel policy.

ATTACHMENT(S):

Fiscal Impact Analysis – N/A

Resolution 01-2022

Administrative Policy and Procedure Statement – Travel