

STAFF REPORT REGULAR MEETING

AGENDA DATE: May 6, 2025

DEPARTMENT: Finance

TITLE:

Resolution No. 23-2025 – revisions to the Reimbursement and Travel Expense Policy

SUMMARY:

Resolution No. 23-2025, revising the City of Lake Worth Beach Reimbursement and Travel Expense Policy.

BACKGROUND AND JUSTIFICATION:

To implement revisions to the City's travel policy, Finance obtained feedback from City Commissioners, Department Heads, and other eligible City staff to facilitate the travel process and adapt it to current circumstances. This revised policy continues to endorse business travel and training that directly benefit City initiatives and activities. The following changes have been made:

1. The Department Director is now responsible for attesting to the availability of funds for all travel requests, aligning with other expenditures, instead of the Finance Department.
2. The Travel Request Form can now be submitted electronically allowing for electronic form submissions.
3. The Department Director is also responsible for reviewing and approving meal reimbursements for special dietary requirements not accommodated by the event.
4. It has been clarified that when traveling by air and a personal car is used, mileage to and from the airport will be reimbursed. Long-term parking or other economical parking options at the airport will also be reimbursed for all travelers. For employees receiving a car allowance, the number of miles to be reimbursed for traveling to and from the airport will be calculated by subtracting 100 miles from the total round-trip miles.
5. For travelers who receive a monthly car allowance, the reimbursable distance is now more than 100 miles roundtrip compared to 500 miles from the traveler's point of origin. The reimbursable miles will be calculated by subtracting 100 miles from the total round-trip miles.

MOTION:

Move to approve/disapprove Resolution No. 23-2025 revising the Reimbursement and Travel Expense Policy.

ATTACHMENT(S):

Resolution 23-2025
Reimbursement and Travel Expense Policy