

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** December 5, 2023

**DEPARTMENT:** Financial Services

**TITLE:**

Resolution No. 55-2023 -- Reimbursement and Travel Expense Policy Update

**SUMMARY:**

The purpose of this Resolution is to update City's Reimbursement and Travel Expense Policy to allow for a more efficient and expedient process.

**BACKGROUND AND JUSTIFICATION:**

Eighteen months after the April 19, 2022 authorization to implement a new city travel and reimbursement policy, feedback gleaned from city commissioners, department heads, and other city staff eligible to travel, prompted the Department of Financial Services to update the procedures in order to make the policy more efficient and user friendly. The revised policy continues to allow for business travel and training that directly benefit city initiatives and activities. The updates include application of per-diem rates, clarifications on application of different types of travel and simplified Travel Request Form. The updated policy will continue to ensure that public funds are expended in a reasonable and prudent manner. All reimbursable travel must be incurred as a result of necessity pursuant to the employee's office duties.

**MOTION:**

Move to approve/disapprove Resolution 55-2023 to update the Reimbursement and Travel Expense Policy

**ATTACHMENT(S):**

Resolution 55-2023  
Reimbursement and Travel Expense Policy