

EXECUTIVE BRIEF SPECIAL MEETING

AGENDA DATE: April 19, 2022

DEPARTMENT: Financial Services

TITLE:

Resolution No. 01-2022 – Establishment of a City Travel Policy

SUMMARY:

Resolution No. 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 No. 01-2022 – updates to the City's travel policy and the legislatively required actions governing the classes of travel, amounts of meal allowance, and mileage reimbursement rate.

ATTACHMENT(S):

Fiscal Impact Analysis – N/A

Resolution No. 01-2022

Administrative Policy and Procedure Statement – Travel