

RESOLUTION NO. 01-2022 OF THE CITY OF LAKE WORTH BEACH, FLORIDA, ADOPTING A PER DIEM AND TRAVEL EXPENSE POLICY PURSUANT TO SECTION 166.021(9), FLORIDA STATUTES; ADOPTING A PROCEDURAL GUIDE TO IMPLEMENT THE PER DIEM AND TRAVEL EXPENSE POLICY; AUTHORIZING THE CITY MANAGER TO AMEND THE PROCEDURAL GUIDE AS NEEDED; AND PROVIDING FOR CONFLICTS AND AN EFFECTIVE DATE

WHEREAS, the City of Lake Worth Beach requires sufficient protocols and processes to properly manage travel costs of City officers, employees, and other authorized persons (as defined in section 166.021(9), Florida Statutes) when traveling on behalf of the City; and

WHEREAS, pursuant to section 166.021(9), Florida Statutes, the City desires to establish a per diem and travel expense policy to provide an equitable and consistent reimbursement rate for travel costs throughout the organization for City officers, employees, and other authorized persons; and

WHEREAS, the City also desires to establish a procedural guide to accompany and implement the per diem and travel expense policy for the approval of all travel costs of the City; and

WHEREAS, the City Commission for the City of Lake Worth Beach finds the adoption of a per diem and travel expense policy and an accompanying procedural guide for the equitable and consistent reimbursement of travel costs for City officers, employees, and other authorized persons as set forth herein serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LAKE WORTH BEACH, FLORIDA, that:

Section 1. Pursuant to section 166.021(9), Florida Statutes, the City Commission of the City of Lake Worth Beach, Florida, hereby adopts a per diem and travel policy wherein authorized City officers, employees, and other authorized persons as defined in section 166.021(9), Florida Statutes, may be reimbursed for the following classes of travel:

### **TRAVEL CLASSES**

Class A: Continuous travel exceeding 24 hours away from the City.

Class B: Continuous travel of up to 24 hours away from the City and requires overnight lodging.

Class C: A day trip whereby overnight lodging is not needed. The City will not cover travel expenses for Class C Travel, except for:

- Fuel reimbursement when using a City vehicle;
- Mileage when the use of a personal vehicle, not covered by a car allowance, is used when a City vehicle is not available; and,
- Lunch when food is not provided by the sponsoring event.

- o Tolls when incurred for business purposes

Section 2. To implement the reimbursement and travel expense policy, the City Commission hereby adopts the travel procedural guide which is attached hereto as **Exhibit "A"** and incorporated herein. The procedural guide accompanies the per diem and travel policy to provide specific details on travel costs and reimbursement processes.

Section 3. The City Commission hereby authorizes the City Manager to amend the travel procedural guide as necessary without further action by the City Commission.

Section 4. All resolutions or parts of resolutions and all policies or parts of policies in conflict with this Resolution are hereby repealed including, but not limited to, Resolution No. 57-2012 and the travel provisions contained in Section 12 of the City of Lake Worth Personnel Policy.

Section 5. This Resolution shall become effective immediately upon passage.

The passage of this resolution was moved by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

Mayor Betty Resch  
Vice Mayor Christopher McVoy  
Commissioner Sarah Malega  
Commissioner Kimberly Stokes  
Commissioner Reinaldo Diaz

The Mayor thereupon declared this resolution duly passed and adopted on the 19<sup>th</sup> day of April 2022.

LAKE WORTH BEACH CITY COMMISSION

By: \_\_\_\_\_  
Betty Resch, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Ann Coyne, City Clerk