

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	April 15, 2019	
Name of Agenda Item:	Resolution No. 998 – Amending the City of Lynden Travel Policy	
Section of Agenda:	Unfinished Business	
Department:	Finance	
Council Committee Review:	<input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____
	Legal Review: <input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Resolution No. 998 – Amending the City of Lynden Travel Policy City of Lynden Travel Policy with changes		
Summary Statement:		
<p>It is the intent of the City of Lynden (City) to reimburse City employees for all necessary and reasonable travel and related expenses incurred while on City business.</p> <p>The City’s Travel Policy established the guidelines for reimbursement of travel expenses. The purpose of this policy is to provide consistent application and use of travel funds and vehicle usage. The City desires to modify and update the Travel Policy to current rates and standards.</p> <p>Some minor changes were made to increase the efficiency of the approval process, clarify guidelines for tips and gratuities; and other allowable expenses. The key change was made to the per diem rate for meals and incidentals, it was increased from \$38 per day to the current 2019 GSA standard rate of \$55 per day.</p> <p>The Finance Committee reviewed the proposed changes at their March 18th meeting and approved the changes for review and approval of the full Council. A summary of the intended changes was introduced by Finance Committee Chairman Kuiken at the March 18th City Council meeting.</p>		
Recommended Action:		
That the City Council approve Resolution No. 998 as written and authorize the Mayor’s signature.		