

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:		May 19, 2025
Name of Agenda Item:		RES-25-1118 Updating the City's Travel Policy
Section of Agenda:		Consent
Department:		Finance
Council Committee Review		Legal Review
<input type="checkbox"/> Community Development <input type="checkbox"/> Public Safety		<input checked="" type="checkbox"/> Yes - Reviewed
<input checked="" type="checkbox"/> Finance <input type="checkbox"/> Public Works		<input type="checkbox"/> No - Not Reviewed
<input type="checkbox"/> Parks <input type="checkbox"/> Other: _____		<input type="checkbox"/> Review Not Required
Attachments		
RES-25-1118 Exhibit A – Updated Travel Policy Exhibit B – Copy of 2019 Travel Policy		
Fiscal Impact		
Amount: \$		Included in the 2025 Budget?
Source/Fund:		
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:		
N/A		
Summary Statement		
Washington State Budgeting, Accounting, and Reporting System (BARS) Manual 3.8.2.20 requires that the legislative body pass an ordinance or resolution to establish the rules and regulations for the reimbursement of travel expenses. The City last updated the Travel Police through Resolution 998 in 2019.		
As part of updating the City's employee policies, the Travel Policy has been updated. These changes include:		
<ul style="list-style-type: none"> • Look and format of the policy to align with internal policy document structure. Although the format is different, much of the content remains the same and aligns with relevant RCWs, BARS, and Lynden Municipal Code requirements. • Removing specific values for meals or mileage reimbursement rates by referring the reader to rates allowed by the Internal Revenue Service. This reduces the need to update the policy annually to align with current expected costs. 		
A copy of the previous policy and the current are attached with the resolution for review.		
Recommended Action		
The City Council approve RES-25-1118 updating the City's Travel and Business Expense policy as written and authorize the Mayor's signature.		