

RESOLUTION NO. 2024 - 03

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AMENDING THE PER DIEM TRAVEL EXPENSE POLICY PURSUANT TO THE U.S. GENERAL SERVICES ADMINISTRATION (GSA) RATES FOR TRANSPORTATION AND MEALS FOR CITY OFFICIALS AND EMPLOYEES, ATTACHED HERETO AS EXHIBIT "A"; PROVIDING FOR AUTHORIZATION AND IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee ("City") desires to amend its policy to accept Federal per diem rates that are set by the General Services Administration (GSA) for City employees and elected officials; and

WHEREAS, per-diems are fixed amounts to be used for lodging, meals, and incidental expenses when traveling on official business. Federal per diem rates are set by the General Services Administration (GSA) and are used by all government employees, as well as many private-sector employees who travel for their companies; and

WHEREAS, the GSA per-diem amounts are issued for meals and lodging depending on the location where a person is traveling; and

WHEREAS, there are almost 400 destinations across the United States for which a special per-diem rate has been specified by the GSA; and

WHEREAS, the Travel Policy states in the section MEALS states that the City will reimburse employees for approved overnight travel up to the per diem rates established by the Florida Statute 112.061 or the rate set within the City's Personnel Policy Manual: and

WHEREAS, the City's Personnel Policy Manual does not have any rate

established; and

WHEREAS, the City Commission finds that it is in the City's best interests and its officials and employees to adopt the per diem rates set by U.S. General Services Administration.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. The foregoing whereas clauses are true and correct and are incorporated herein by this reference.

Section 2. Approval and Adoption of Policy. The City will reimburse employees for approved overnight travel up to the per diem rates established by the U.S. General Services Administration and adjust annually attached as Exhibit "A".

Section 3. Authorization and Implementation. The City Manager and/or designee are authorized to take any and all action necessary to implement the purposes of this Resolution and the Policy.

Section 4. Repeal of Conflicting Resolutions and Policies. Any resolutions and policies or parts thereof in conflict herewith, are hereby repealed.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 13th day of February, 2024.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, CMC City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Gonzalez	_____ (Yes)	_____ (No)
Commissioner Perez	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)

EXHIBIT "A"
CITY OF PAHOKEE TRAVEL POLICY