



## AGENDA

### MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

VIA: RODNEY LUCAS, INTERIM CITY MANAGER

FROM: Tijauna Warner

SUBJECT: Update of City Travel Policy – Meals Section

DATE: January 29, 2024

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**GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee has not updated the Travel policy meals section regarding Per Diem costs since its adoption in 2013. In that time costs for meals when travel have increased significantly and the result has been that elected officials and employees are paying increasing amounts out of pocket to pay for meal costs when traveling for City business.

**BUDGET IMPACT:** There will be an overall impact but the total cost for FY 2024 is unknown at this time.

**LEGAL NOTE:** By utilizing a rate standardized by the US General Services Administration takes the guessing out of the equation and provides a standard annual review policy to adjust higher or lower as necessary and as the economy makes those adjustments similar to the annual IRS mileage reimbursement rates for travel using personal vehicles.

**STAFF RECOMMENDATION:** Amend the City of Pahokee Travel Policy Section title Meals to read: The City will reimburse employees for approved overnight travel up to the per diem rates set by the U.S General Services Administration and Adjusted Annually for the current FY for the State of Florida using the Standard Rate (as applies to all locations without a specified rate).

**ATTACHMENTS:** Resolution 2024 - 03  
City of Pahokee Travel Policy – June 2013  
U.S. General Services Administration FY 2024 Per Diem Rates for Florida – Standard Rate Highlighted