



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: July 14, 2022	ITEM NO.	SUBJECT:
Presented by: Town Administrator /Clerk		Resolution to Approve Policy for Employee Travel

Background

Drafted policies to support the Employee Handbook continue to be worked on and finalized. This policy relates to applying consistency for travel reimbursement.

Recommendation

Approve the Resolution to adopt the Policy for Employee Travel.