

**ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING**

SUBJECT: a Resolution to Amend the City of Rochelle Handbook (Personnel Policies Manual) - Travel and Meal Expense Control Act Policy

Staff Contact: Nancy Bingham, HR Director

Summary: Request to Approve a Resolution to Amend the City of Rochelle Handbook (Personnel Policies Manual)

The last Travel and Meal Expense Control Act Policy was approved in August 2017 and in 2018 was adopted into the Employee Handbook; Chapter 5 Other, Article S Travel & Meal Expense Control Act Policy.

The current policy has been reviewed by Chris Cardott, Finance Director.

The limits for the following were as follows: \$10 for breakfast, \$15 for lunch, and \$25 for dinner plus a 15% tip for overnight travel. Staff recommends changing the policy to a per diem of \$50 for whole days and \$25 on days for travel. Reimbursement for meals without overnight travel will be a per diem of \$25.

This will reduce the burden on staff to retain receipts and for accounts payable for verifying all the expenses.

Staff also recommends adding Valet Parking as an expense is non-reimbursable.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:

Strategic Plan Goal Application: Maintain Fiscal Stability & Balanced Budget – Short Term Routine, Cre

Recommendation: Approve a Resolution to Amend the City of Rochelle Handbook (Personnel Policies Manual)