



Memorandum

From: Dennis L. Marker, Operations Manager

Date: May 13, 2022

Re: Resolution 05-05-2022 Changes to Employee Policy & Procedures Handbook

This resolution serves to clarify the city's policies regarding travel and training expenses. Highlight points of this resolution include:

- Per diem rates will be tied to the U.S. General Services Administration rates.
- Criteria is created for when the city will consider paying for overnight accommodations.
- Employees are responsible for private, incidental expenses or damages at overnight lodgings and all costs related to "vacation" time that may be planned around city related travel or trainings.