



Travel Policy Amendment Recommendations

<u>Staff/Financial Oversight Committee Recommendations</u>	<u>Proposed Amendment Section</u>	<u>Current Language</u>	<u>Proposed Language</u>
Overnight lodging needs to be in connection with training	Authorization For Travel	Lodging expenses	Lodging expenses associated with education and training
gsa.gov Per Diem rates	Authorization For Travel	Mileage for use of a personal motor vehicle (mileage will be reimbursed at the standard business rate for the applicable year as established by the Internal Service	Mileage for use of a personal motor vehicle (mileage will be reimbursed at the standard business rate for the applicable year as established by the U.S. General Services Administration at https://www.gsa.gov/travel/plan-a-trip
Add Training Itinerary	Reimbursement Procedures	None	Training Itinerary
Rates shall not exceed per diem recommendations provided by gsa.gov	Meals and Incidental Travel Expenses	The maximum rate for meal expense reimbursement for each day is fifty five dollars (\$55). On the first and last day of travel, the maximum rates for meal expense reimbursement are capped at seventy-five percent (75%) of the daily rate, or forty one dollars and twenty-five cents (\$41.25)	The maximum rate shall not exceed the standard rate as listed by the GSA at https://www.gsa.gov/travel/plan-a-trip/per diem
Reimbursement request should be separate for other parties	Meals and Incidental Travel Expenses	None	If the traveler is dining with a companion, the traveler's meal must be on a separate receipt.
Mileage should not be calculated from traveler's residence, please use City Hall as the starting point	Multiple	their office or residence	City Hall
Ensure that overnight lodging is in connection with education and training	Lodging Expenses	Elected Officials and employees who travel more than fifty (50) miles from their office or residence, may be reimbursed for lodging expenses associated with approved overnight travel	Elected Officials and employees who travel more than fifty (50) miles from City Hall, may be reimbursed for lodging expenses associated with approved overnight travel when the travel is for education and training purposes only.
gsa.gov Per Diem rates	Lodging Expenses	None	Refer to gsa.gov/travel/plan-a-trip for the most current per diem rates