



Meeting Agenda Item Coversheet

MEETING DATE:		January 6, 2026		Submitted By: Administration	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		Consideration and Adoption of the City Travel and Meal Expenditure Policy			
STAFF RECOMMENDATION: (MOTION READY)		Motion to approve Travel and Meal Expenditure Policy			
SUMMARY and/or JUSTIFICATION:		<p>The proposed City Travel and Meal Expenditure Policy establish guidelines for the authorization, payment, and reimbursement of travel-related expenses for elected officials and City Contracted Staff conducting official City business.</p> <p>The policy defines approval procedures, eligible expenses, and cost-effective travel practices, ensuring consistency, fiscal responsibility, and compliance with City financial controls.</p>			
SELECT, if applicable		AGREEMENT:		<input checked="" type="checkbox"/>	
		STAFF REPORT:		<input type="checkbox"/>	
		EXHIBIT(S):		<input type="checkbox"/>	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank)</i> <u>Please keep text indented.</u>					
FISCAL IMPACT (if any):					\$