



Legislation Text

File #: RES 17-069, **Version:** 1

Consideration of and action on a resolution to adopt a revised Employee Travel Policy, amending Chapter 12 of the Employee Personnel Manual.

Summary:

The current Employee Travel Policy, contained in Chapter 12 of the Employee Personnel Manual, was updated in January 2014 following a committee review to update the policy, including criteria and guidelines governing the submission, review and approval of employee travel requests and reimbursement of authorized travel expenses. The travel policy referenced the necessary forms and procedures related to processing travel requests and/or advances, etc. More recently, the City has updated the travel forms and has increased the in-state per diem based on the U.S. General Services Administration (GSA) travel guidelines for each state. Additionally, references to IRS rules for same-day travel that had previously been included in a separate communication have been incorporated into the travel policy.

Fiscal/Budgetary Impact:

n/a

Approval of the resolution to adopt a revised Employee Travel Policy, amending Chapter 12 of the Employee Personnel Manual. .