



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Administrator

SUBJECT: Adoption of Travel Policy

MEETING DATE: March 20, 2018

Item No. _____

RECOMMENDATION:

Approve the Travel Policy as presented.

BACKGROUND:

The City of Commerce Travel Policy was adopted in 1989. At this time it has been determined that the policy needs to be updated, and to provide a more detailed policy to ensure that City of Commerce employees, Council and commissioners adhere to current laws and regulations as it relates to the travel including IRS guidelines; and to establish guidelines for the expenditure of public funds for authorizing attendance, travel, and reimbursement of expenses incurred by City Council members, appointed officials, members of special boards, commissions, committees, and employees while traveling overnight on official City business. This policy provides information necessary to accurately record and report travel expenses, established approval guidelines and control requirements for various expenses such as airfare, lodging, and per diem rate.

The City of Commerce recognizes the constructive value of professional conferences, seminars, meetings, and trainings, encourages professional development and continuing education, while we want to make sure that guidelines are clear and outlined for proper use of travel funds. City employees who violate the provisions of travel policy shall be subject to discipline.

ALTERNATIVES:

1. Approve staff recommendation
2. Provide staff with further direction

FISCAL IMPACT:

This activity may be carried out without additional impact on the current operating budget.

Recommended by: Lena Shumway, Administrative Services Director & City Clerk
Approved as to form: Noel Tapia, City Attorney
Reviewed by: Vilko Domic, Finance Director
Respectfully submitted: Edgar P. Cisneros, City Administrator