



Legislation Details (With Text)

File #: ID 2016-342 **Version:** 1 **Name:**

Type: Resolution **Status:** Agenda Ready

File created: 5/19/2016 **In control:** Community Redevelopment Agency

On agenda: 6/8/2016 **Final action:**

Title: ADOPTING MCRA TRAVEL POLICY

Sponsors:

Indexes:

Code sections:

Attachments: 1. RESOLUTION, 2. TRAVEL POLICY

Date	Ver.	Action By	Action	Result
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TO: Chair and Members of the Board

FROM: Diane Colonna, Executive Director

DATE: June 8, 2016

ADOPTING MCRA TRAVEL POLICY

BACKGROUND:

The MCRA’s current travel policy was last revised in 2012. It is quite brief and does not touch on many aspects of travel for MCRA business. The City recently adopted a comprehensive new travel policy, based on a review of other cities’ policies and current law. It would be appropriate for the MCRA to adopt a similar policy for staff and board members to follow for work related travel.

The proposed policy provides travel guidelines based on the distance being traveled and the length of stay, addresses what costs are covered, and follows the U.S. General Services Administration (GSA) guidelines for meal reimbursement. It allows for the use of rental vehicles when such use proves to be more economical than other options. All staff travel is to be approved by the Executive Director.

RECOMMENDATION:

Approve the Resolution adopting a new travel policy for the MCRA.

FISCAL IMPACT:

All travel is in conformance with annual budget allocations. The proposed policy may result in some savings over current policy, especially with regard to the use of a rental vehicle.

CONTACT PERSON: Diane Colonna, Executive Director

