



## Legislation Details (With Text)

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**TO:** Mayor and City Commission

**FROM:** Douglas E. Smith, City Manager

**DATE:** April 6, 2016

### CITY TRAVEL POLICY

**BACKGROUND:** The purpose of the City Travel Policy is to establish procedures for the authorization and payment of travel and other expenses incurred by an employee of the City while conducting City business. The City's current Travel Policy became effective on April 16, 2012. City staff obtained similar policies of other cities, and prepared a comprehensive policy for our City. The Commission will have the opportunity to discuss this policy at the workshop meeting.

**CONTACT PERSON:** Douglas E. Smith, City Manager