



Legislation Details (With Text)

File #: R-2023-012 **Version:** 1 **Name:** Adoption of City Travel Policy
Type: Resolution **Status:** Passed
File created: 11/16/2022 **In control:** Department of Financial Services
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Title: A Resolution Of The City Commission Of The City Of Hollywood, Florida, Adopting A Travel Policy For City Employees Traveling On City Business.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Resolution to Adopt New Travel Policy.pdf, 2. Travel Policy

Date	Ver.	Action By	Action	Result
1/18/2023	1	Regular City Commission Meeting	adopt	Pass

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Adopting A Travel Policy For City Employees Traveling On City Business.

Financial Management & Administration

Staff Recommends: Approval of the attached Resolution.

Explanation:

The City desires to update its Travel Policy as it was last updated in 2006. The revisions include, among other minor changes, using the United States Government Services Administration ("GSA") per diem rates for reimbursement for meals and incidental expenses instead of those set forth in Florida Statutes, as the GSA rates are reviewed and adjusted annually and also reflect current costs associated with multiple cities throughout the United States, whereas the rates set forth in Statutes have not been adjusted in well over a decade, are not tied to any index for adjustment based upon inflation, and do not include any reflection of the different costs of such items in varying locales across the United States.

Fiscal Impact:

The City has had a Travel Policy in place which was last adjusted in 2006. The revisions in the new Travel Policy include using the per diem rates set forth annually by the GSA instead of those set forth in Florida Statutes, which have not been adjusted in over a decade and also do not vary depending upon the location of the travel, which GSA rates do. There will not be a significant fiscal impact for the transition to the new index or in the remainder of the Travel Policy.

Recommended for inclusion on the agenda by:

David E. Keller, Director, Financial Services

Adam Reichbach, Assistant City Manager/Finance & Administration