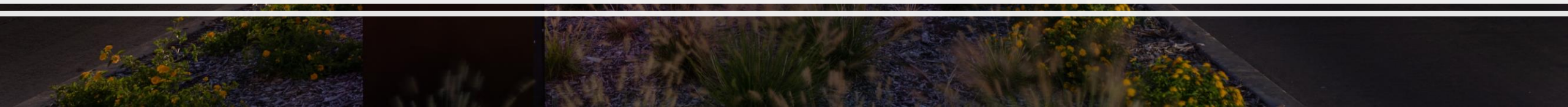




## City Council Travel Policy Update



# Travel Policy Updates

Current Policy Adopted in 2009



## RIDESHARING/RENTAL VEHICLES

Ridesharing was not previously outlined in the current policy and is now an allowed form of reimbursable transportation.



## PER DIEM MEALS AND TRAVEL DAYS

Meal reimbursement will follow the U.S. General Services Administration guidelines that offers per diem rates for reimbursement and guidelines for travel days to and from the conference.



## CONFERENCE ACTIVITIES

Conference activities related to City business are covered under the draft policy and should be included with the request to travel from the Committee.



## LOCAL MEETINGS

Local meetings are identified as matters affecting the City or organizational events located in Collin, Denton, Dallas, and Tarrant Counties.



## IN-STATE TRAVEL

Defined as travel completed in one day in the State of Texas.

## Pre-Approval Requirements

- Any travel, including local conferences with expenses over \$300 require pre-approval from the City Council Travel Review Committee.
- Local meetings with expenses under \$300 do not require pre-approval from the Committee. However, reimbursement for expenses from local meetings will require Committee approval.





# Questions? Discussion?

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