



FINANCE DEPARTMENT
MEMO 24-009

Date: 11/20/20223

To: Rex Hardin, Mayor
City Commissioners

From: Allison Feurtado, Finance Director

Cc: Gregory Harrison, City Manager

A handwritten signature in black ink, appearing to be 'AF', is written over the 'From' and 'Cc' lines of the memo.

Subject: Travel and Subsistence Allowance Policy

I would like to bring to your attention a proposal to adjust our current travel and subsistence allowance policy from the current meal reimbursement of not-to-exceed \$50/day plus 15% gratuity, to a per diem methodology based on Federal guidelines located at www.gsa.gov. We are also modifying language used in the ordinance to align with these federal guidelines as reference, instead of specific reimbursement rates.

This adjustment aims to streamline our processes and ensure compliance with established best practices. Per diem rates are recognized as a more straightforward and transparent method, providing a fixed daily allowance based on the destination, eliminating the need for detailed expense reporting for meals and incidental travel expenses.

I encourage all to review the proposed changes, as the Finance Department strives to enhance efficiency and align our procedures with established best practices.

Thank you for your attention to this matter.