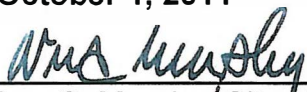


ADMINISTRATIVE POLICY 2011 -17

Amendment to Travel Policy and Procedures

Effective date: October 1, 2011

Approved: 
William C. Murphy / City Manager

The purpose of this amendment is to establish a limit for the cost of meals to be reimbursed to City employees, City Council members, and board, committee and commission members eligible for reimbursement of expenses incurred while on official City business.

The amount to be reimbursed by the City for meals consumed while on official city business will not exceed Thirty Dollars (\$30.00) per day, plus tips not to exceed 15% of the cost of the meals.

All other travel policies and procedures as set forth in Administrative Policy 2005-3 remain in effect except as modified by this amendment.

All City personnel are encouraged to limit their reimbursable expenses for meals to reasonable amounts.