



Legislation Details (With Text)

File #: 18-0443 **Version:** 1 **Name:** Travel Policy Updates
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On agenda: 5/10/2018 **Final action:**
Title: Preview of Travel Policy Updates (05/10/18 Finance)
Sponsors: Eric Stuckey, Kristine Brock, Mike Lowe
Indexes:
Code sections:
Attachments: 1. Travel Policy updates

Date	Ver.	Action By	Action	Result
5/10/2018	1	Budget & Finance Committee	referred	

DATE: May 10, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator
Mike Lowe, Comptroller

SUBJECT:
Preview of Travel Policy Updates (05/10/18 Finance)

Purpose

The purpose of this memo is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning recommended updates to the City's Travel and Expense Policy and Procedures, approved in April 2005.

Background

The Finance Department maintains a list of the City's financial policies on the City's website. Each year, we review these policies to ensure they are current. Whereas the travel policy has stood the test of time since it was approved 13 years ago, we are proposing a few updates based on current best practices.

This is a brief preview of the policy update. Then, in June, we would like to go through each of the proposed updates for your review. The proposal in June will be a resolution including an updated version of the policy with the proposals.

Financial Impact

The primary financial impact is to ensure consistent guidance for persons traveling on behalf of the City.

Recommendation

Staff recommends no action from this preview.