

# City of Franklin

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## Legislation Details (With Text)

File #: 18-0443 Version: 1 Name: Travel Policy Updates

Type: Report Status: In Committee

File created: 4/25/2018 In control: Budget & Finance Committee

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.

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### **Recommendation**

Staff recommends no action from this preview.