



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Heather Meacham, Finance Director

SUBJECT: Travel Policy

DATE: June 13, 2016

Background: The Town's Travel Policy needed to be updated to reflect current per diem rates and to clarify policies related to meal expenses to be in line with state recommended practices.

Please find attached the updated Travel Policy.

Action Requested: That the Board of Commissioners adopt the attached resolution approving the updated Travel Policy.

A RESOLUTION APPROVING THE TRAVEL POLICY

WHEREAS, the Town of Pittsboro needed to update the current Travel Policy to reflect current per diem rates and clarify policies related to meal expenses to be in line with state recommended practices; and

WHEREAS, the Town of Pittsboro recognizes that policies promote long-term stability by establishing clear and consistent guidelines; provides the Board of Commissioners and the Town's professional management a standard for best practices; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Pittsboro that the Travel Policy is hereby accepted, adopted and placed on file with the Town Clerk.

Cindy S. Perry, Mayor

Alice F. Lloyd, CMC, NCCMC, Town Clerk