



MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Heather Meacham, Finance Director

SUBJECT: Travel Policy

DATE: July 25, 2016

Background: Minor revisions were made to the Town's Travel Policy in the section titled Single Day Event W/O Overnight Stays. We removed the provision for breakfast to be covered and replaced it with lunch being reimbursed if not included in the registration. Additionally, we removed the 35 mile travel restriction for single day events.

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 revise the current Travel Policy to reflect amend the Single Day Event W/O Overnight Stays section; 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