AGENDA ITEM HISTORY SHEET

ITEM TITLE	AGENDA NO. 14
Resolution 2025-52 Travel Policy	AGENDA DATE: 12/15/2025

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

12/8/25

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

Changes include: Allowing AirBnb and VRBO if pay rate is equal to or below gsa.gov rate

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

Motion to approve and adopt updated policy.

RESOLUTION NO. 2025 - _____

RESOLUTION REGARDING AN UPDATED TRAVEL POLICY FOR THE CITY OF BRYANT

WHEREAS, The City Council of the City of Bryant desires to adopt this attached updated Travel Policy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

1. The City Council of the City of Bryant hereby adopts the attached updated Travel Policy.

PASSED AND APPROVED this 16th day of December, 2025.

APPROVED: _____
Chris Treat, Mayor

ATTEST: _____
Mark Smith, City Clerk

The City will pay for reasonable and necessary travel expenses which are directly related to the performance of official City business. Employees who plan to travel on City business must submit a completed TRAVEL/TRAINING EXPENSE REQUEST FORM to the Finance Department at a minimum of two weeks prior to travel. In order for the FORM to be considered complete it must contain:

1. The supervisor's signature approving the travel and per diem amount to be paid.
2. A print out of the agenda or support material showing the nature and purpose of the travel.
3. The FORM must clearly show the estimated anticipated expenses – i.e. airfare, mileage, meals, hotel, parking, etc.

Transportation (rental car, airplanes, bus, train, taxi, uber, subway, ferry, etc.) – Employees are encouraged to consider all possible methods of transportation and use the most economical; however, time efficiency should also be taken into consideration when determining the most reasonable means of transportation.

Money for meals can be obtained via the TRAVEL/TRAINING EXPENSE REQUEST FORM for overnight stays required for training. On travel days of departure and return, the City will pay ¾ of the maximum daily rate as indicated on the FORM. The FORM must be completed using the Federally approved rates at www.gsa.gov.

Money for lodging is expected to be below the maximum daily allowance listed on the www.gsa.gov for the training location; however, if the conference is located at a particular lodging, then preference is for that lodging in order to limit additional transportation costs. Additionally, services for short term rentals (such as Air B&B and VRBO) may be used if the per day rate is equal to or below that of the gsa.gov rate If the per day rate is more, a supervisor's approval must be noted. Room taxes are not included in the federal per-diem rates and certainly may be paid by the city.

Reimbursement for mileage incurred with use of a personal vehicle may be made at the prevailing IRS rate. The City does not maintain insurance for personal vehicles used for city business. The City is not responsible for and will not reimburse employees for any tickets or citations received or damage or injuries incurred as a result of operating a personal vehicle for City business. City vehicles and the city fuel cards are always available to be used for travel and training. Employees shall observe all federal, state or local laws pertaining to operation of any vehicle while on City business.

Reimbursement for one checked bag on airlines is permitted. Any additional baggage will not be covered by the City.

Budgets for Travel – Department heads are expected to ensure the travel they approve for their employees is covered by the approved travel and training budget. Any changes to the budget must be made with Council prior to travel approval.

Reimbursements that are not in accordance with this policy may be refunded to the City via being withheld from the employee's payroll allocation and not following this policy can result in disciplinary action, up to and including termination. The City reserves the right to pursue criminal prosecution and civil remedies.

This policy was drafted and approved by Council at the December 16, 2025 Council meeting. It supersedes and replaces any previously related policies.

TRAVEL/TRAINING EXPENSE REQUEST FORM

Travel/Training Information (You must attach documentation of conference name, dates, and location.)

Name: _____ **Department:** _____

Conference: _____

Location: _____ **Dates:** _____

Per Diem/Mileage/Other (You must attach per diem rates from GSA website for Per Diem. If requesting Mileage attach MapQuest map showing route and total miles. If you are requesting Other expense money attach supporting documents.)

Depart _____ (DATE) **Return** _____ (DATE) **# days**

Per Diem	*Per diem is available if overnight travel is required. Per Diem Rates for travel days is 75% of the per diem rate. Go to: https://www.gsa.gov/portal/category/100120 to determine the current per diem rate for your destination.*			
	_____*# of Travel Days*	_____*Per Diem Rate per day times 75%*	*Travel Days*	$
	_____*# of Non Travel Days*	_____*Per Diem Rate per day*	*Non-Travel Days*	$
Mileage (If Applicable)	_____*Round Trip Miles*	_____*Per Mile Rate*	*Mileage*	$
Other (If Applicable)			*Other*	$
			TOTAL	**$**

Signatures

_____ **Employee Signature**

_____ **Supervisor Signature**