

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 38-2022

A RESOLUTION TO APPROVE AN EMPLOYEE TRAVEL POLICY FOR THE TOWN OF PALMER LAKE

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town of Palmer Lake supports ongoing education and training of its employees; and

WHEREAS, often continuing education and training require travel, lodging and other necessary expenses; and

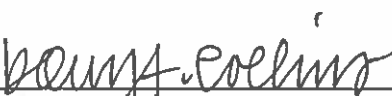
WHEREAS, the attached Employee Travel Policy is developed to provide consistent regulations for travel reimbursement for official Town business.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The Board of Trustees for the Town of Palmer Lake hereby adopts the Employee Travel Policy, attached hereto.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

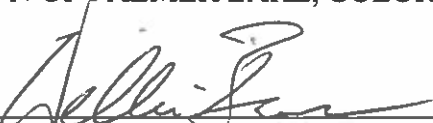
INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 14th DAY OF JULY 2022.

ATTEST:



Dawn A Collins
Town Administrator/Clerk

TOWN OF PALMER LAKE, COLORADO

BY: 

William Bass
Mayor



EMPLOYEE TRAVEL POLICY

EMPLOYEE TRAVEL POLICY			
ISSUE DATE:	JULY 2022	REVISION DATE:	

I. PURPOSE

The purpose of this policy is to provide consistent travel regulations and reimbursement to Town employees and officials. The intent is to assure fair and equitable treatment to all individuals traveling on Official Town Business at the Town's expense.

II. POLICY

The Town of Palmer Lake employees and elected or appointed officials are on occasion required to travel to obtain additional training and/or education. The Town Administrator, or her designee, is responsible for the enforcement of the following travel regulations, although Town supervisors should also be familiar with the regulations.

- The term "Official Town Business" means travel associated with training and/or education that has been authorized by the Board of Trustees or the Town Administrator.
- The term "Traveler" means:
 - a elected or appointed municipal official, including members of Town boards or commissions, who is traveling on Official Town Business; or
 - a Town employee who is traveling on official Town business and authorized by this policy. "Traveler" does not include the spouse, child, or other companion of the Traveler.
- Travelers are only entitled to reimbursement of certain expenditures while traveling on Official Town Business. Reimbursable expenses shall include airfare, lodging, meals, privately owned vehicle (POV) mileage, and parking, for prior approved Official Town Business.
- In order to be entitled to reimbursement, all expenses require a receipt and a travel expense form.
 - Receipt(s) must accompany all reimbursement forms.
 - POV mileage must include mapped addresses as evidence of mileage.
 - Mileage reimbursement rate based on U.S. General Services Administration (GSA.gov).
 - Explanation of training should be included with reimbursement request.

III. EXCLUSIONS

Unless prior authorization from the Board of Trustees or the Town Administrator, the following items are excluded for reimbursement:

- Alcoholic beverages;
- Payment of additional meals/lodging, except for other Travelers on Official Town Business; and
- Unreasonable or excessive expense.