



"A City for All Ages"

CITY OF PORT ST. LUCIE

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FINANCE DIRECTOR/CITY TREASURER

To: Russ Blackburn, City Manager

Via: Kristina Ciuperger, Deputy City Manager

From: Stephen Okiye, Finance Director
Bryan Pankhurst, Executive Project Manager
Jennifer L'Heureux, Assistant Manager, Finance Administration

Subject: Travel Policy Revisions

Date: December 21, 2022

approved
[Signature]
12-28-2022

The Finance Department reviewed the Travel Policy – City Council Directed Policy #19-02 – and determined that it needed to be updated. Please see a summarized list of below of the changes:

- Updated formatting and language to allow for enhanced readability to ensure end users are aware of and understand all applicable requirements and restrictions.
- Streamlined per diem meals: Traveling employees will receive the full Meals and Incidentals (M&IE) amount according to the rates set forth by the U.S. General Services Administration (GSA) on each day related to the travel.
- Added additional definitions including, but not limited to, Class A, B, and C travel to further define types of travel.
- Changing the directive of the policy from City Council to Management.

Finance believes that these changes will make the process run more smoothly and efficiently. In addition, it will drastically decrease the back and forth between departments when reconciling and allow more timely payments to the traveling employees.

Included: Draft – Management Directed Travel Policy #23-01

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