

Mammoth Lakes Town Council Agenda Action Sheet

Title: Adopt the resolution approving an updated Travel Policy for the Town of Mammoth Lakes.

Council Meeting Date: 5/21/2025

Prepared by: Jamie Gray, Town Clerk

Recommended Motion: Adopt the resolution approving an updated Travel Policy for the Town of Mammoth Lakes.

Summary: The Town's Administrative Team has started the process of reviewing and updating the Town's current policies to make sure that they comply with current practices and updated legal requirements. Most of the Town's policies are required to be reviewed every five years, however it has been more than five years since many of the policies have been reviewed and updated. Town staff will be bringing several updated policies for Town Council approval over the next year. Updating policies by resolution helps with recordkeeping and tracking of existing policies.

The Town's current Travel Policy was adopted in 2018. The policy establishes procedures for authorization of and reimbursement for travel by Town employees on Town business, which is often necessary to attend conferences or meetings, obtain certifications, or for other business-related activities. Over time, the Town has modified various aspects of the way travel is handled due to changes in practices and technology and to improve efficiency.

The proposed policy contains updated language to reflect these current practices, provide clarity for employees, and update per diem rates that reflect industry standards and rising costs. A simplified version of the Authorization and Claim for Travel Expense Form reflects a more streamlined process for documenting travel costs and reimbursements and is consistent with the way these expenses have been handled for the past several years. The proposed policy has been reviewed by the Town's Administrative Team (Town Manager Rob Patterson, Assistant to the Town Manager Pam Kobylarz, Town Clerk Jamie Gray, and Human Resources Manager Amanda Pelham), Town Attorney Andrew Morris, and Parks and Recreation Director Stuart Brown.