



**TOWN OF NAGS HEAD BOARD OF COMMISSIONERS
RESOLUTION OF APPROVAL - EMPLOYEE TRAVEL POLICY**

WHEREAS, the revised Town of Nags Head Travel Policy (as part of the Town Personnel Policy) was considered by the Board of Commissioners meeting in regular session on October 3, 2018; AND

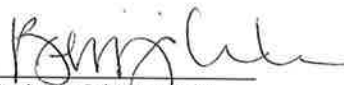
WHEREAS, the Board approved the Travel Policy with several modifications concerning per diem travel and employee use of Town vehicles; AND

WHEREAS, the motion to approve the Travel Policy included adoption of a Resolution of Approval.


NOW, THEREFORE, BE IT RESOLVED, the Town of Nags Head Board of Commissioners does hereby approve the Travel Policy with the following modifications/additions:

- No per diem will be given for any meals if less than 12 hours of travel is incurred away from the employee's duty station, in addition to the travel site being located more than 35 miles from the normal job. The option for a per diem meal to be given as a taxable benefit will not be given in this circumstance.
- In the case of a personal/private owned vehicle being used, verbiage is included to indicate the employee waives any claims and releases the Town for any reimbursement. In addition, the employee will sign a one-time waiver that will stay in their personnel file. The Town Manager will not authorize the use of a personal vehicle; the department head will.
- If a personal/private owned vehicle is chosen over an available Town vehicle, the reimbursement rate will be the privately owned vehicle (POV) IRS rate per mile. If a Town vehicle is not available or for other pre-authorized circumstances, the employee will be reimbursed at the standard IRS rate per mile.
- For daily/overnight travel (including departure and arrival days), the per diem rate per meal published by the U.S. General Services Administration will be given at the rate indicated for the travel location.
- The Town will reimburse employees for out-of-pocket work-associated meal costs incurred due to their required attendance as part of a meeting when the meal is included as an integral part of the meeting.

ADOPTED THIS 3rd day of October 2018.


Benjamin Cahoon, Mayor
Town of Nags Head

ATTEST:


Carolyn F. Morris, Town Clerk

