



# MEMORANDUM

**TO:** JUDIE ZIMOMRA, CITY MANAGER

**FROM:** JIM ISOM, ADMINISTRATIVE SERVICES DIRECTOR

**DATE:** OCTOBER 22, 2014

**SUBJECT:** CITY TRAVEL ALLOWANCES

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The current City policy relative to per diem allowances for both officers and employees of the City who travel on official business for the City was established by Ordinance No. 97-05, April 15, 1997 (copy attached).

The Internal Revenue Service (IRS) business travel mileage rates are used by the City to reimburse officers and employees for the use of their personal vehicle in the performance of official travel. The IRS business mileage rates have increased from 37.5 cents per mile in 2004 to 56 cents per mile in 2014.