

VI. EMPLOYEE CONDUCT

L. TRAVEL POLICY

The City of Lawrence maintains an accountable travel policy. This requires the employees who travel provide the Finance Department with receipts for trip related expenses unless they are below the amount stated in the city's travel policy. The city has also set maximum per diem expenses for travel related expenses. The per diem amount is greater for some cities in recognition of their higher costs. Those cities are listed in the city's travel policy. The city will also follow applicable federal and state laws and regulation that address the tax treatment of reimbursed expenses. Employees who are responsible for approving travel are also responsible for insuring compliance with the city's travel policy. The city's travel policy is Attachment CC.