

HUNTINGTON CITY
RESOLUTION 6-2026

A RESOLUTION ESTABLISHING HUNTINGTON CITY'S TRAVEL AND PER DIEM POLICY FOR CITY
COUNCIL MEMBERS, EMPLOYEES, AND VOLUNTEER FIRE DEPARTMENT PERSONNEL

WHEREAS, the Huntington City Council has determined that it is necessary to establish a policy for travel expenses incurred by city council members, employees, and volunteer fire department personnel; and

WHEREAS, Huntington City desires to establish clear guidelines for mileage, meals, and lodging for authorized travel;

NOW THEREFORE, be it resolved by the Huntington City Council that the following provisions are hereby adopted establishing travel and per diem policies:

- Mileage for authorized travel shall be reimbursed at the current standard mileage rate established by the United States General Services Administration (GSA) for privately owned vehicles used for City business.
- Meal and lodging expenses shall be based on the current State of Utah per diem rates.
- Meal reimbursement shall not include meals that are provided at no additional cost, including but not limited to hotel-provided hot breakfast or meals provided as part of a conference, training, or other official event. Meal per diem adjustments shall be made based on available conference itineraries, agendas, or lodging information indicating meals provided.
- Lodging for authorized travel shall be arranged and paid for directly by Huntington City. The City may secure lodging that best accommodates the travel purpose, including recommended conference lodging.
- If a city council member, employee, or volunteer fire department personnel chooses not to utilize lodging arranged by the City, or utilizes personal accommodations, including but not limited to travel trailers, motor homes, or staying with friends or family, the City shall reimburse fifty percent (50%) of the standard State of Utah lodging per diem rate.
- All travel must be approved in advance by the Mayor as designated by Huntington City.

BE IT FURTHER RESOLVED, this resolution shall become effective _____, 2026 and repeals and replaces any previous travel and per diem policies.

PASSED AND APPROVED this _____ day of _____, 2026.

HUNTINGTON CITY

RESOLUTION 6-2026
(SIGNATURE PAGE)
(Adopted May 19, 2026)

Mayor, Leonard Norton

COUNCIL MEMBERS

Judd Beagley AYE _____ NAY _____

Tom Kay AYE _____ NAY _____

Lesa Miller AYE _____ NAY _____

Devin Wilson AYE _____ NAY _____

Gloria Wilson AYE _____ NAY _____

(SEAL)

ATTEST:
