

**Agenda Item No. 9.2**

**Travel Expense Approval**

<u>Name</u>	<u>Status</u>	<u>Reason</u>	<u>Approved Amount</u>
Diane Link	Employee	American Payroll Association Conference Orlando, FL – Approved Ground Transportation	\$356.44* two trips on two days, home to airport and airport to hotel; hotel to airport and airport to home

\* General maximum is \$160.00 per day for approved ground travel under Ordinance No. 5580 (“An Ordinance Approving an Amended Policy for Reimbursement for Travel, Meal, and Lodging Expenses”, approved December 10, 2019)