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### TRAVEL

The City desires its employees to travel and conduct business in comfort. However, employees are expected to exercise good judgment in distinguishing between comfort and extravagance. Eligible travel expenses will be paid to any person authorized to travel on official business for the City. All employees traveling or incurring business expenses on behalf of the City as well as those responsible for the approval of these expenses are expected to use prudence, discretion, good judgment and the application of the travel regulations to assist in maintaining control over travel expenses.