

R-16-20

VILLAGE OF CAMPTON HILLS

A RESOLUTION APPROVING AN EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Village of Campton Hills is a non-home rule municipality; and

WHEREAS, the Illinois General Assembly recently enacted Public Act 99-0604 (effective January 1, 2017) requiring all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Village Board of Trustees of the Village of Campton Hills finds it to be in the best interest of the Village to adopt such a policy;

THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CAMPTON HILLS, KANE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. Recitals. The recitals set forth above are hereby incorporated into and made a part of this Ordinance as though set forth in this Section 1.

Section 2. Adoption of Policy. In accordance with Public Act 99-0604, the Board of Trustees hereby approves and adopts the Village of Campton Hills Expense Reimbursement Policy attached as Exhibit A and incorporated into this Section 2.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in accordance with law.

Passed this 6 day of December, 2016 by roll call vote:

	AYES	NAYES	ABSENT	ABSTAIN
Trustee Laura Andersen	X			
Trustee Susan George	X			
Trustee James McKelvie	X			
Trustee Mike Millette	X			
Trustee Michael O'Dwyer	X			
Trustee Michael Tyrrell	X			
President Harry Blecker				

APPROVED THIS 6 DAY OF December 2016

(SEAL)

Harry Blecker, Village President

ATTEST:

Nicholas Girka, Village Clerk

Village of Campton Hills

BOARD POLICY No. 2016-____

Expense Reimbursement

Policy

It is the policy of the Village to encourage employees and officials to participate in business related functions which serve in the best interest of the Village. The Village will reimburse employees and officials for such necessary, appropriate, **budgeted** and approved expenses.

Eligibility

This policy covers all full-time and part-time Village employees and elected and appointed officials, from now on referred to as eligible employees. This policy is effective immediately upon adoption. It is intended to bring the Village in compliance with the Local Government Travel Expense Control Act, PA 099-0604 (effective January 1, 2017).

Purpose

The Village will pay expenses incurred during out-of-office business and business travel, based upon documented, reasonable and necessary expenses. Upon Village Administrator approval, reimbursement may occur for expenses such as, but not limited to, airfare, train fare, car rental, hotel accommodations, mileage, meals, parking, tolls, and equipment. If you are unsure if an expense is reimbursable, please contact the Village Administrator.

Maximum rates are outlined in the schedules below as required by statute. The maximum allowable reimbursement for travel, meal, and lodging expenses shall be \$200.00 per day. Expenses submitted by employees or officers exceeding \$200.00 per day shall require a roll call vote of approval by the Village Board. Additionally, as required by the Act, all expenditures of any member of the Village Board must be approved by roll call vote in open session, preferably before, but permissible after the expense is incurred by the official.

Employee and Officer Procedures

Employees and officers are expected to show good judgment and seek economy when traveling at the Village's expense. It is the responsibility of each employee and officer to select travel options that are the best available value. Pre-approval from the Village Administrator must be obtained before booking any airfare, rental vehicles or overnight stay accommodations to ensure that the planned itinerary is eligible for reimbursement according to this policy.

To qualify for reimbursement, prior written approval from the Village Administrator is required for expenses and after that, it must be shown that the expenses were incurred on official Village business (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the Village). Expense reimbursement requests must be submitted no later than thirty (30) days from the date the expense was incurred.

Mileage reimbursement will be periodically reviewed to ensure that it is consistent with State/National average rates of mileage reimbursement as periodically published by the IRS. Per diem allowances will consistently reflect the Federal rate as set by the General Services Administration. Discretion for economy is expected for every expense. Maximum amounts listed are a cap on expenses; actual expenses are expected to fall below the maximum amounts whenever possible. A schedule of current maximum allowable per diem amounts for expenses is set forth below. It will be distributed and updated by the Village Treasurer and submitted for approval from time to time by the Village Board. Only the official maximums set by resolution of the Village Board as required by statute will be effective. Please direct any questions to the Village Treasurer or Administrator.

CATEGORY OF	MAXIMUM RATES
Travel -Auto	(IRS Standard Mileage Rates for Business)
Travel -Auto (rental)	Least expensive economy rental.
Travel - Train/Taxi/Limo	Least expensive mode of available transportation.
Travel - Airplane	Best Economy Class Rate available
Travel - Tolls	Tolls along direct route of travel.
Travel - Parking	Best Economy Option available
Lodging	General Services Administration (GSA) Rates for the destination of travel)
Meals	General Services Administration (GSA) Rates for the destination of travel)

Travel, meal, and lodging expenses incurred by any official or employee (not a member of the Village Board) in excess of \$200.00 per day must be previously approved in an open meeting by a majority roll-call vote of the Village Board.

The Village will not reimburse expenses for the following: Alcoholic Beverages; Meals, travel, lodging, or any other fees for friends, family, or other non-Village employees; Expenses of a personal nature and incurred for the convenience of the employee. e.g. traveling indirect routes, upgrading a plane ticket to first Class, or upgrading room accommodations; Parking tickets, traffic citations, or other fees that could be reasonably avoided by following applicable traffic laws; Travel or Hotel change/cancellation fees that could have been reasonably avoided; Any other non-work related expenses.

No Entertainment Expenses Permitted

Under Section 25 of PA 099-604, the Village is prohibited from reimbursing any elected official, employee, or officer for any entertainment expense.

The Village shall not reimburse for the following entertainment activities:

- shows
- amusements
- theaters
- circuses
- sporting events
- any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event.

Exceptions

The Village Board may make allowances to this policy as deemed necessary; itinerary and expenses will be reviewed and approved on a case-by-case basis. All such requests for allowances will require a motion and a roll call vote of the Village Board for approval. Expenses that exceed the maximum allowable reimbursement, and which do not receive a favorable vote of the Board will be capped at the maximum allowable reimbursement.

Procedure for Members of the Village Board

PA 099-0604 requires a roll call vote to approve all expenditures for all travel, meals and lodging by any member of the Village Board at an open meeting of the corporate authorities. While the Act does permit after-the-fact approvals, it is strongly recommended that elected officials anticipating travel, meal or lodging expense bring the matter to the Village Board in advance of incurring the expense. The maximums outlined in the preceding section on expenses apply to elected officials. It is recommended that unnecessary expenses be minimized wherever possible.

Forms

Standardized forms for expense reimbursement requests must be submitted to the Village Administrator by all employees, officials, and members of the Village Board for each expense for which payment or reimbursement is sought. These are required by statute to include the following information and will be rejected if not complete:

1. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
2. The name of the individual who received or is requesting the travel, meal, or lodging expense;
3. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
4. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

These forms are attached as Appendix A and B.

FOIA

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.