



Agenda Memo

Crest Hill, IL

Meeting Date: July 01, 2024
Submitter: Glen Conklin, City Treasurer
Department: Finance Department
Agenda Item: IML Annual Conference Approval

Summary: Attached is the pricing for the 111th IML Annual Conference. The conference will be held at the Hyatt Regency Chicago, 151 East Wacker Drive, Chicago, IL on September 19-21, 2024. Visit the IML website www.iml.org for more information on the conference.

Please contact Marybel Deharo by August 30, 2024 at mdeharo@cityofcresthill.com with the dates you wish to attend and the number of nights you would like to stay, room preference (2 double beds or 1 king bed), any guests? And dietary restrictions? (food allergy, gluten free, kosher, vegan, vegetarian) so she can register everyone and reserve hotel rooms.

Recommended Council Action: Authorize the registration of elected officials and the City Administrator for the IML Annual conference, with the City covering all associated costs including registration fees, daily lodging and per diem up to \$100 per day, not to exceed a total of \$300. Fees are reimbursable only for expenses directly related to the conference, including meals, mileage, transportation, hotel fees, and parking. Note that alcohol is non-reimbursable. Employees and City Council members must submit a Travel Expense Report within 10 days after returning from travel. The report must include all detailed receipts for expenses.

Non-Reimbursable Expenses:

- Personal expenses such as entertainment, alcohol, and personal phone calls.
- Expenses incurred by family members or others not on official travel.
- Any costs resulting from unauthorized travel or deviations from the approved travel plan.

Compliance and Audit: All travel expenses are subject to audit. Employees and City Council members must comply with this policy and maintain accurate records of their travel."

Financial Impact:

Funding Source: General Fund

Budgeted Amount: \$5,000

Cost: TBD

Attachments: IML Conference Information



Registration is now open.
Register Today.

ANNUAL CONFERENCE
IML
ILLINOIS MUNICIPAL LEAGUE
2024

Hyatt Regency Chicago on the Riverwalk

111th Annual Conference
SEPTEMBER 19-21, 2024

iml.org/conference