

# Village of Poplar Grove

## Ordinance No. 2024-23

### An Ordinance Establishing Elected Officials, Officers, and Employees Travel Reimbursement for the Village of Poplar Grove

#### TITLE 1 ADMINISTRATION – CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES

**WHEREAS**, the Village of Poplar Grove recognizes the need for fair, consistent, and open practices, and to comply with (50 ILCS 150/) Local Government Travel Expense Control Act, and to promote the efficient operation of the municipal government; and

**WHEREAS**, the Village of Poplar Grove desires to establish guidelines for Travel Expenses that ensure equal opportunity for all those within the corporate authority and compliance with applicable laws and regulations;

**NOW, THEREFORE**, be it ordained by the Village Board of the Village of Poplar Grove that CHAPTER 6 VILLAGE OFFICERS AND EMPLOYEES be amended as follows with redlined additions:

#### **Code -**

#### **TITLE I - ADMINISTRATION**

#### **CHAPTER 6. VILLAGE OFFICERS AND EMPLOYEES**

##### **1-6J-1. ELECTED OFFICIAL, OFFICERS, AND EMPLOYEE TRAVEL REIMBURSEMENT.**

- A. Before a training session, seminar, or class begins, any member of the corporate authorities must submit to the Village President or his or her designee documentation regarding the training, seminar or class along with the anticipated costs associated therewith. At the time of review, and before attendance is approved or denied, consideration will be given to mileage, food, attendance fees and wages. No member of the corporate authorities will be reimbursed for any entertainment expense, which includes shows, amusements, theaters, circuses, sporting events, **golfing events, group dinners, group lunches**, or any other place of public or private entertainment or amusement.
- B. All training, seminars and classes must be approved by the Village Board, **with a roll call vote**, before the training, seminar or class begins. Approval for training and classes is at the discretion of the Village Board and will only be approved if the training or class is necessary for the employee or elected official to perform his/her duties. **See (50 ILCS 150/) Local Government Travel Expense Control Act.**
- C. Prior to the approval of such expenses, the following minimum documentation must be submitted.
  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; and
  2. The name of the individual who is requesting or received the travel, meal, or lodging expense; and

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3. The office of the individual who is requesting or received 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 will be or was expended. Backup documentation **and receipts** (\*meal stubs, parking, toll slips, mileage readings) is required for actual reimbursement of expenses.
- D. Classes and conferences are the only types of official business for which travel, meal, and lodging expenses are allowed. The maximum allowable reimbursement for travel, meal, and lodging expenses is set at ~~\$800.00~~ **\$1500** per class or conference. Meal costs are subject to the following per day maximum reimbursement limits. Breakfast - ~~\$8.00~~ **\$12.00**, Lunch - ~~\$12.00~~ **\$15.00**, Dinner - ~~\$20.00~~ **\$25.00**. If a meal or meals is provided with the training class attended, reimbursement will not be provided by the Village meals. The Village will not reimburse for any alcohol expenses of any kind. A form for submission of travel, meal, and lodging should be obtained from the Village Clerk **or Treasurer**. Approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses, will only be approved in the event of an emergency or other extraordinary circumstances **by the Village Board**. Expenses for travel, meals and lodging of any member of the corporate authorities that exceeds the maximum reimbursement allowed under the regulations adopted under this paragraph may only be approved by a roll call vote at an open meeting of the corporate authorities of the Village.
- E. Friends, or family members are not authorized for these expenses.**

(Ord. 17-12, passed 8-16-2017; Ord. No. 2021-04 , § 4, 3-17-2021)

Poplar Grove, Illinois, Code of Ordinances  
(Supp. No. 6)

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**Passed and approved this [ 11 ] day of [ Dec ] month, [ 2024 ] year.**

**Village President: Don Sattler**

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**Village Clerk: Karri Miller**

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**Village Board of Trustees:**

**Voting Yea: Village Board Admin Chairman Costanza, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw**  
**Voting Abstaining: Finance Chairman Goings**

his ordinance sets clear procedures and guidelines for travel reimbursement expenses in the Village of Poplar Grove, ensuring transparency, accountability, and compliance with the law.