

Article 8: Professional Development

8.1 Training and Career Opportunities

The Village encourages officers and employees to identify and participate in professional development and training as needed and approved by department heads. In support of career development and opportunities, officers and employees are encouraged to speak with the President regarding offerings.

8.2 Travel and Expense Reimbursement

~~Employees-Officers and employees~~ who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations for expenses. In order to qualify for reimbursement, an officer or employee must submit to his/her Department Head a detailed expense report, including original receipts and invoices.

An officer or employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such officers or employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An officer or employee must keep a record of his/her mileage and submit a Village expense report.

Meal costs shall be reimbursed only if they occur during attendance at an approved function where an officer or employee attends on account of their employment with the Village.

Meal costs shall be reimbursed up to a maximum of \$55.00 per day.

~~Employees-Officers or employees~~ shall be reimbursed up to the \$55.00 per day, only upon presentation of the original meal receipt on a detailed expense report.

The Village will not reimburse ~~the-officers or~~ employees for any alcohol consumption expenses.

8.3 General Expenses

The Village will reimburse officers or employees for all necessary expenditures or losses incurred within the officer or employee's scope of employment that are directly related to services performed for the Village. "Necessary expenditures" is defined as all reasonable expenditures or losses required of the employee in the discharge of ~~employment~~ duties and that inure to the primary benefit of the Village.

~~Employees-Officers and employees~~ must submit all necessary reimbursement requests with appropriate supporting documentation within 30 days after incurring the expense. If

| supporting documentation is nonexistent, missing, or lost, the officer or employee shall submit a signed statement regarding any such receipts.

| The Village will not reimburse officers or employees for losses due to an ~~employee's~~ his/her own negligence, normal wear, or losses due to theft unless the Village's negligence caused the theft.