

CURRENT POLICY 01.29.2026

Section 3.14 Reimbursement Policy

Purpose

The objective of this policy is to establish a procedure for billing travel, meeting and professional development expenses to the Village of Ridgeway. This policy is applicable to all Village of Ridgeway Personnel charging travel, meeting and/or professional development expenses to the Village of Ridgeway. The Village Board reserves the right to reject any or all expense reports. Exceptions to these may be granted by the Village Board if extenuating circumstances exist. Employees on Village business may take family members or other persons with them on the trip at their own expense.

Documentation

The employee must complete and sign the Mileage and Expense Reimbursement Form which is found in the back of this manual. Travel must be pre-approved by the Village Board. The form must be approved by the employee's Department Head, Supervisor or Village President.

Automobile Travel

Employees are encouraged to use Village owned vehicles when traveling on Village business if vehicles are available. Mileage for the use of an employee's personal vehicle on official Village business shall be reimbursed at the allowable IRS rate. (See the Village Clerk/Treasurer-Treasurer for the current rate.) Employees who utilize their personal vehicles on travel assignments are responsible to carry liability insurance on said vehicle of no less than \$100,000 bodily injury per person, \$300,000 bodily injury per occurrence and \$50,000 property damage. The Village's insurance coverage will be secondary to the employee's insurance coverage. The mileage reimbursement for attending authorized functions shall begin and end at the Village Hall. Elected Officials and employees will not be reimbursed for mileage incurred to attend scheduled Board meetings. Employees will not be reimbursed for mileage incurred driving to or from the Village Hall for work, unless it is more economical to leave from home. All mileage shall be documented showing date, destination, reason and mileage.

Meals

Meal expenses for an employee when on Village business outside of the employee's normal work environment or in the course of Village business are eligible for reimbursement. This also includes time when the employee is staying overnight out of Village on official Village business. Allowance will be as follows, Breakfast - \$8.00 leave before 7:00 am. Lunch - \$10.00 leave before 11:00 am. Dinner - \$20.00 leave before 6:00 pm or return from travel by 6:00 pm. Meal allowance will not be given if meal cost is included in registration.

Lodging

Reimbursement is provided if for official Village business. The maximum allowance for lodging will be defined by IRS guidelines. Except for extenuating circumstances, no reimbursement will be allowed for lodging if location of meeting or business activity is within a reasonable driving distance from home. Overnight lodging shall be based on cost, with consideration given to accessibility in conduction of business. Conference/Convention stays will be allowed at the site of conference/convention.

Educational Programs

Reimbursement is provided including registration fees and related materials if applicable to employment with the Village of Ridgeway and pre-approved by the Village Board.