

**VILLAGE OF ROSCOE  
RESOLUTION NO. 2017-R45**

**A RESOLUTION AMENDING THE TRAVEL EXPENSE AND REIMBURSEMENT POLICY FOR THE REIMBURSEMENT OF AUTHORIZED EXPENDITURES IN COMPLIANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT.**

**WHEREAS**, there is a need to maintain accurate and up-to-date operational policies for employees, appointees, and elected officials of the Village as part of the Village's personnel policies and handbook; and

**WHEREAS**, the Local Government Travel Expense Control Act (LGTECA) (public Act 099-0604), requires local public agencies to establish specific procedures for the authorization of travel expenditures and the creation of controls for their approval and reimbursement; and

**WHEREAS**, the President and Board of Trustees of the Village of Roscoe have previously created a policy for the authorization, regulation, control, and reimbursement of travel expenses, which applies to employees, officers, and elected officials of the Village of Roscoe, and wish to amend said policy to better provide for its efficient administration and oversight; and

**NOW THEREFORE**, be it resolved by the President and Board of Trustees of the Village of Roscoe, Illinois, as follows:

**SECTION 1.** The foregoing recitals are incorporated herein as findings of the Village of Roscoe Board of Trustees.

**SECTION 2:** That the following *amended* policy entitled "Travel Expense Reimbursement Policy", is hereby approved and adopted by the President and Board of Trustees of the Village of Roscoe, and that such policy shall be incorporated into the Village's Personnel Handbook in a form substantially similar to that as is attached hereto as Exhibit "A".

**SECTION 3.** Any portion of any other ordinance in conflict with this resolution is hereby expressly repealed to the extent of the conflict.

**SECTION 4.** All other portions of the Code of Ordinances of the Village of Roscoe shall remain in full force and effect.

**SECTION 5:** That such policy shall become effective upon the passage of this resolution.

2017-R45

1<sup>st</sup> Read:

**PASSED BY ROLL CALL VOTE ON:**

NAME	AYE	NAY	ABSTAIN	ABSENT
Trustee Robert Baxter	✓			
Trustee Carol Gustafson (2)	✓			
Trustee Stacy Mallicoat	✓			
Trustee Lindsey Swanson				✓
Trustee Susan Petty	✓			
Trustee Mark Szula (1)	✓			
President David A. Krienke				

**APPROVED SEPTEMBER 5, 2017:**

  
VILLAGE PRESIDENT

**ATTEST:**

  
VILLAGE CLERK

**Village of Roscoe, Illinois**  
**Travel Expense Reimbursement Policy**

**ARTICLE I. PURPOSE AND APPLICABILITY**

- A. Purpose. The purpose of this Policy is to establish procedures for the control and documentation of expenses incurred by Elected and Appointed Officials and Employees who travel on official business, and to ensure that they are treated fairly and reimbursed at rates which are reasonable and consistent with actual, necessary costs, and through a process that will insure the protection of tax payer dollars and public funds
- B. Applicability. The policy applies to all Village Employees and Elected and Appointed Officials who travel on official business for professional development, training classes, seminars, workshops, and conferences, and any other out-of-town travel on behalf of and for the benefit of the Village of Roscoe.
- C. Designation of Funds. This policy notwithstanding, all travel and expenses, regardless of the source of funds, must have a sufficient prior appropriation corresponding to a designated budget line item, and approval prior to travel or conference registration.

**ARTICLE II. AUTHORITY AND APPROVAL**

- A. Approval of Travel – Village Employees.
  - 1. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. Prior to incurring any expenses, registration information and projected travel expenses must be submitted in writing to the Department Head for verification of funds availability, justification for attendance, and approval.
  - 2. Reimbursement of expenses for travel, lodging, meals & incidentals incurred by any employee in excess of \$150.00 per day must be approved in an open meeting by a majority roll-call vote of the Board of Trustees of the Village.
  - 3. Pre-payment of registration and lodging expenses may be advanced to any employee upon approval by roll call vote at an open meeting of the Village prior to payment.

B. Approval of Travel – Appointed & Elected Officials.

1. All travel for Appointed or Elected Officials shall be approved by an affirmative roll call vote of the Village Board prior to the beginning of travel. Approval for travel shall identify the specific conferences or events being authorized, the elected or appointed officials attending, and an estimated itemized cost per official attending. This approval may take place as part of the annual budgeting process, or on a case by case basis, provided there has been an adequate prior appropriation of funds.
2. Reimbursement of expenses for approved travel, lodging, meals & incidentals incurred by *any* Appointed or Elected Official must be approved by roll call vote at an open meeting of Board of Trustees of the Village.
3. Pre-payment of conference or event registration and lodging expenses may be advanced to an Appointed or Elected Officials upon approval by roll call vote at an open meeting of the Village prior to payment.

**ARTICLE III. PROCEDURES FOR TRAVEL AND REIMBURSEMENT**

A. Payment Options. Village employees and appointed or elected officials choose from the following options for the payment and/or reimbursement of approved travel and conference related expenses:

1. Use of personal funds or personal credit card to be reimbursed by the Village.
2. Receive a travel advance for the following travel-related expenses:
  - i. Conference & Event Registration
  - ii. Lodging
  - iii. Car Rental
  - iv. Airfare
3. Village credit card may be used by authorized cardholders for payment the following travel-related expenses:
  - i. Conference & Event Registration
  - ii. Lodging
  - iii. Car Rental
  - iv. Airfare

B. Travel & Registration Advance After Department Head approval of travel (for employees), or Village Board Approval (elected/appointed officials) a request for a travel advance may be submitted to the Village's Compensation & Benefits Specialist.

1. A check will be submitted for approval to the Village Board, and issued in the check-run preceding the date of travel. Under normal circumstances, travel advances will be issued for the following purposes:



- i. Early registration (traditionally, a separate check is mailed to the organization conducting the conference).
    - ii. Airline or other transportation ticket purchase or Car Rental
    - iii. Room deposit at conference hotel if a cash deposit is required.
    - iv. Meals & Incidental Expenses (M&IE)
  2. Funds issued to an employee or officer or official as a travel advance are the responsibility of the employee or officer or official. Upon completion of travel, the travel advance must be documented on the expense report. Except for the amounts issued for M&IE, if the approved expenses were less than the amount of the travel advance, the employee or officer must return those funds with the expense report.
- C. Meals & Incidental Expenses (per diem / meal allowances). Per diem (for overnight stays) and Meal Allowances (for travel with a return occurring during the regular workday) are intended to cover the cost of meals and meal tips. Maximum reimbursable rates shall be based on the schedule of reimbursable per diem rates as are established from time to time, published, and maintained by the by the United States Government Services Administration GSA.
1. Breakfast is payable when an employee is on travel status and is away from or leaves headquarters or residence ( if reporting directly to the destination) at or before the starting time of the workers regular workday.
  2. Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after the ending time of the employee's normal workday. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.
  3. No payment or reimbursement may be made for personal supplies, alcoholic beverages, or entertainment. If some meals are included in the prepaid registration fees, the employee or officer of the Village may not be reimbursed or receive a per diem or meal allowance for those meals.
  4. Receipts need not be submitted to support per diem or meal allowance expenses.
- D. Documentation. Within ten (10) working days of completion of travel, a completed expense report, with receipts documenting all expenditures, must be submitted for review and approval to an employee's Department Head, the Chair of an appointee's board or commission, or directly to the Compensation & Benefits Specialist in the case of Elected Officials.

1. Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, on a Village's Reimbursement Form:
  - i. receipts of the cost of the travel, meals, or lodging if the expenses have already been incurred (or an estimate of costs if travel has not yet occurred);
  - ii. the name of the individual who received or is requesting the travel, meal, or lodging expense;
  - iii. the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
  - iv. the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.
2. Reimbursement checks, if applicable, will be issued in the next regular check- run after the expense report has been approved.
3. The Village hereby adopts as its official standardized form for the submission of "**Reimbursement Form**" attached hereto and incorporated herein as Exhibit A.
4. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

#### ARTICLE IV. AUTHORIZED REIMBURSABLE EXPENSES

- A. Calculation of Expenses. Reimbursement rates and maximums expenses for travel expenses shall be based on the Travel Reimbursement Schedule maintained by U.S. General Services Administration (GSA) Services, as they may be amended from time to time. Actual expenses will be approved for lodging and/or meals procured at a prearranged place such as a hotel where a meeting, conference or training session is held.

GSA Travel Information: <http://www.gsa.gov/portal/category/100212s>

- B. Authorized Types of Expenses. The following expenses shall be reimbursed for employees and officers of the Village only for purposes of official business conducted on behalf of the Village, including, but not limited to, out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

1. Calculation of Travel Days. Per diem or actual expense entitlement starts on the day of departure from an authorized location (e.g home, office) and ends on the day of return to an authorized location, and shall be calculated per the GSA Travel Reimbursement Schedule.
2. Lodging.
  - a. Lodging shall be pre-approved, and shall only cover the minimum number of evenings required by the event, shall be reasonable in accommodations and expense; and the must be supported by a hotel receipt.
  - b. The Village shall pay only the single occupancy rate up to the maximum rate established by the GSA Schedule. Extra lodging expenses such as dry cleaning, vending machines, valet service, and video rental are not reimbursable expenses.
  - c. Conference lodging charges or lodging at official meeting hotels when pre-approved by the department head or the Village Board, in excess of the maximums allowed by the GSA Reimbursement Schedule are considered exceptions to this Sections, and may be reimbursed at the conference or meeting rate.
3. Overnight accommodations:
  - a. Conference/Event location *less* than 2 hours travel time from the authorized starting location:
    - i. No overnight accommodations will be authorized or reimbursed for travel prior to the first day, or after the last day, of a conference or event.
  - b. Conference/Event location *greater* than 2 hours travel time from the authorized starting location:
    - i. Overnight accommodation will be authorized or reimbursed for travel prior to the first day of a conference or event starting earlier than 10 am on the first day of the conference or event.
    - ii. Overnight accommodation will be authorized or reimbursed for travel subsequent to the last day of a conference or event that concludes later than 5pm on the last day of a conference or event.



4. General Expenses. The Village will pay or reimburse registration fees; gasoline and associated costs for Village vehicles; mileage for personal vehicle usage; parking fees; baggage handling fees; fees for transportation between home or office and the airport and between the airport and the hotel; and data use charges incurred while conducting required Village business.
5. Rental Car. The use of rental cars is discouraged. Such use will be approved on a case-by-case basis, depending on travel needs. Only a mid-size car rate will be reimbursable.
6. Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least twenty-one (21) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
7. Miscellaneous Expenses. Other items of reasonable expense specifically not addressed and necessary in the course of conducting Village business shall be reimbursed after review and approval by the Department Head.

#### **ARTICLE V. OTHER CONDITIONS AND RESTRICTIONS ON TRAVEL**

- A. Non-employees. Under no circumstances are any expenses to be paid by the Village when incurred by a non-employee of the Village or an unauthorized employee or appointed/elected official (employee or official whose travel has not been approved as required by this policy).
- B. Additional Travelers. Additional travelers may accompany the employee when traveling on official Village business. However, no expenses attributable to any additional traveler will be a reimbursable expense. All expenses will be calculated as if the employee were traveling alone, using the minimum cost calculation established in this policy for lodging, meals, and transportation.
- C. Employee Repayment for Disallowed Expenses. Amounts disbursed for travel expenses which are subsequently disapproved by the Department Head or Village Board, shall be refunded to the Village within fifteen (15) days. Failure to do so may result in the amount being deducted from the employee's or official's next regular payroll check.
- D. Prohibited Expenses.
  1. No alcoholic beverage expenses will be reimbursed by the Village.



2. Entertainment Expenses. No employee or official shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.