VILLAGE OF ROSCOE
AGENDA ITEM - STAFF REPORT

VILLAGE *of* ROSCOE

Agenda Item:	Approval of Travel Expenses for Clerk Training

Date:	May 20, 2025	**Meeting:**	Village Board
Prepared by:	Anne Hanson	**Department:**	

Overview/Background Information

This agenda item is before you to obtain approval of the newly elected clerk to attend training. Approval by roll call vote is needed by the Board for all travel. Here is an excerpt from the travel policy:

Approval of Travel for Appointed & Elected Officials

- 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.
- 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.
- Prepayment 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.

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.

Fiscal Note/Budget Impact

Prior Legislative Actions

None taken

Action Required/Recommendation

Recommending approval tonight since the conference is in June.

Attachments

Spreadsheet, conference info and GSA reimbursement details.