

2025 Clerks Back to Basics Seminar		
June 12, 2025 - June 13, 2025		
Proposed Travel Expenses:		
Conference Registration		\$75.00
Hotel - Holiday Inn & Suites		\$175.00
Mileage 144 mi @.70		\$100.80
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Per Diem		
	Day 1	\$51.00
	Day 2	\$51.00
Friday breakfast and lunch included		-\$35.00
Total		\$518.60



2025 BACK TO THE BASICS SEMINAR

RESOURCES

MEETINGS & EVENTS

SCHOLARSHIPS

ABOUT US



Becoming the Clerk
They Won't Want to
Replace



2025 Back to the Basics Seminar

The Central Illinois Municipal Clerks Organization (CIMCO) is excited to announce its 2025 “Back to Basics” Seminar, which will be held on June 12-13, 2025, at the Holiday Inn and Suites in Peoria, Illinois. This two-day event is designed to provide opportunities to refresh your knowledge, learn new skills, and connect with fellow Clerks from across the state.

Whether you’re a newly elected or appointed clerk or a veteran seeking to stay updated on the latest practices and regulations, the Back to Basics Seminar will offer a range of sessions tailored to the unique challenges clerks face. Attendees will gain valuable insights from experienced municipal clerks and expert speakers.

Networking will be a key aspect of the event, as clerks from various municipalities will have the opportunity to share their experiences, discuss challenges, and build lasting professional relationships. The 2025 Back to Basics Seminar is a perfect chance to reconnect with your peers or meet other professionals who understand the demands of the role.

2025 Back to the Basics Seminar

03 Weeks

05 Days

21 Hrs

22 Min

47 Sec

Topics Include:

Freedom of Information
Act (FOIA)

Open Meetings Act
(OMA)

Statutory Duties
Municipal Calendar

Deadlines & Filings
Meetings, Notices, &

Agendas

Ordinances & Resolutions

Minutes – Open & Closed

Local Records Act

Archiving & Releasing

Register Now and mark your calendars to join us for two days of learning, collaboration, and growth.

Be sure to share this event with newly elected and appointed clerks next spring, as it promises to provide essential training for clerks at all stages of their careers.

Parliamentary Procedure

Health & Wellness

HOPE TO SEE YOU THERE!!!

Register Now!

2025 BACK TO
THE BASICS
REGISTRATION
FORM



Registration Deadline:

June 6, 2025

(\$25 cancellation fee
applies after the
deadline)

Add to Calendar:

Hotel Information:



**Call the Holiday Inn &
Suites at 309-683-3399**

Room Reservations

Code: MMC

**Reference: Central
Illinois Municipal
Clerks**

**Seminar Fee: \$75 per
person**

(Includes Friday
breakfast, lunch, and all
materials)

**Mail Checks &
Registration Forms to:**

**Darcy Sandefur, City
Clerk
City of Urbana
400 S. Vine Street
Urbana, IL 61801**

**Make checks payable
to: CIMCO**

CIMCO Back to the Basics – June 2025

**June 12 @ 12:00 pm -
June 13 @ 4:00 pm**

**Thursday, June 12,
2025**

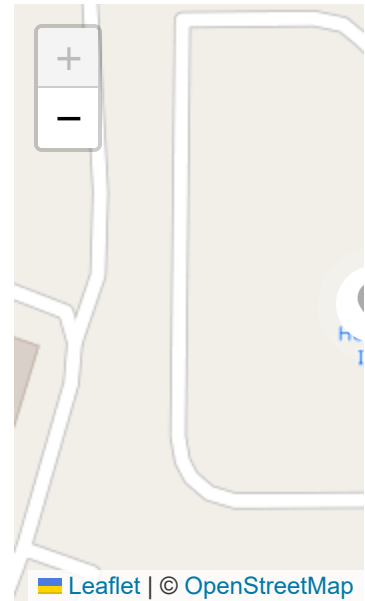
1:00 P.M. to 5:00 P.M.

Friday, June 13, 2025

8:00 A.M. to 4:00 P.M.

**\$164 single or double
(plus tax)**

**Rate available until
May 23rd**



Central Illinois Municipal Clerks
Organization (CIMCO)

Contact Us

Contact CIMCO with questions,



FY 2025 per diem rates for ZIP Code 61615

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00



U.S. General Services Administration

Privately owned vehicle (POV) mileage reimbursement rates

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2025.

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	January 1, 2025	\$1.75
If use of privately owned automobile is authorized or if no government-furnished automobile is authorized and available	January 1, 2025	\$0.70
If government-furnished automobile is authorized and available	January 1, 2025	\$0.21
Motorcycle	January 1, 2025	\$0.68

Relocation	Effective/applicability date	Rate per mile
Standard mileage rate for moving purposes	January 1, 2025	\$0.21

* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs).

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's [Inter-Airport Distance](#) website.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov.

Questions

Have travel policy questions? Use our '[Have a Question?](#)' site