

# Request For Board Action

REFERRED TO BOARD: October 3, 2016

AGENDA ITEM NO: 13

ORIGINATING DEPARTMENT: Administration

SUBJECT: Consideration of an Ordinance amending the travel expense reimbursement policy.

## SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The State has recently adopted PA 099-0604 requiring all municipalities to adopt clear and specific expense reimbursement policies relating to travel, meals and lodging for Board members and employees.

The Act requires policies to include (1) the types of official business for which travel, meal and lodging expenses are allowed; (2) the maximum allowable reimbursement for such expenses; and (3) a standardized form for use in obtaining reimbursement. The Act also prohibits reimbursing expenses for entertainment.

The Act also identifies certain expenses that require a roll call vote:

- All expenses, regardless of amount, for any member of the Board.
- All expenses of a Board member or employee that exceed the maximum allowable reimbursement.

On and after January 18, 2017, no travel, meal or lodging expenses can be approved or paid unless regulations have been adopted by the Village.

The current policy, Section 4.6 of the Employee Handbook, has been revised to include expenses for elected officials. The ban on expenditures for entertainment and a schedule of expense maximums already existed in Village policy.

## FINANCIAL IMPACT:

## DOCUMENTS ATTACHED:

1. Ordinance

## RECOMMENDED MOTION:

Move to approve an Ordinance amending § 4.6 of the employee policy and procedure handbook and waiving the second reading.

**ORDINANCE 16 - \_\_\_\_\_**

**AN ORDINANCE AMENDING § 4.6  
OF THE EMPLOYEE POLICY AND PROCEDURE HANDBOOK**

**WHEREAS**, the Village Board adopted an Employee Policy and Procedure Handbook by Ordinance 06-11-039 on November 6, 2006, and

**WHEREAS**, that handbook has been amended from time to time thereafter, with the intention of providing proper guidance to employees and elected officials on a number of aspects involving primarily the relationship between the Village and its employees, and

**WHEREAS**, the Illinois General Assembly recently passed PA 099-0604, which was subsequently signed into law by the Governor, and which requires all municipalities, to adopt clear and specific expense reimbursement policies directed at travel, lodging and meals, and which further requires that any and all such expenses for elected officials be approved only by the Village Board in open session, and

**WHEREAS**, the most efficient means to codify a policy which complies with the said Public Act is to make modifications within the Handbook, and

**WHEREAS**, the Village Board finds and declares that the attached modified provisions of Section 4.6 of the Handbook comply with the requirements of PA 099-0604 and provide fair, appropriate and clear guidelines on expense reimbursements and should be adopted,

**NOW THEREFORE, BE IT ORDAINED** by the Village of Antioch, Lake County, Illinois, as follows:

**SECTION ONE:** Section 4.6 of the Village of Antioch Employee Policy and Procedure Handbook is hereby amended and shall hereafter read as set forth on Exhibit A hereto.

**SECTION TWO:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS,  
ON THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
LAWRENCE M. HANSON, MAYOR

\_\_\_\_\_  
LORI K. ROMINE, VILLAGE CLERK

# Village of Antioch

## **Section: 4.6**

### **Title: Expense Reimbursement**

*Effective November 1, 2016*

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#### **Policy**

It is the policy of the Village to encourage employees and elected officials to participate in business related functions which serve in the best interest of the Village, and to reimburse employees and officials for such necessary, appropriate and approved expenses.

#### **Eligibility**

All full time and part time Village employees and elected officials. This policy is intended to provide advance compliance with PA 099-0604, which will become effective January 1, 2017.

#### **Purpose**

Expenses incurred during the course of out-of-office business and business travel will be paid by the Village, based upon documented, reasonable and necessary expenses. Upon Village Administrator approval, reimbursement may occur for expenses such as, but not limited to, airfare, train fare, car rental, hotel accommodations, mileage, meals, parking, tolls and equipment.

Maximum expenditures are set forth in the schedules below as required by statute. Additionally, as required by the Act, all expenditures of any elected official must be approved by roll call vote in open session, preferably before, but permissibly after the expense is incurred by the official.

#### **Employee Procedures**

Village employees are expected to show good judgment and common regard for economy when traveling at the Village's expense. It is the responsibility of the employee to select travel options that are the best available value. An employee should seek pre-approval from the department head prior to booking any airfare, rental vehicles or overnight stay accommodations to ensure that the planned itinerary is eligible for reimbursement according to this policy.

In order to qualify for reimbursement, an employee must request prior written approval from their immediate supervisor for expenses and thereafter provide proof that the expenses were incurred on official Village business (e.g., submission of an approved reimbursement form and other appropriate

documentation such as receipts as required by the Village). Expense reimbursement requests must be submitted no later than twelve (12) weeks from the date the expense was incurred.

Mileage reimbursement will be periodically reviewed to ensure that it is consistent with State/National average rates of mileage reimbursement. Per diem allowances will consistently reflect the Federal rate as set by the General Services Administration. Discretion for economy is expected for every expense. Maximum amounts listed are a cap on expenses; actual expenses are expected to fall below the maximum amounts whenever possible. A schedule of current maximum allowable per diem amounts for expenses is set forth below. It will be distributed and updated by the Finance Department and submitted for approval from time to time by the Village Board. Only the official maximums set by resolution of the Village Board as required by statute will be effective. Please direct any questions to the Finance Department.

<b>CATEGORY OF EXPENSES</b>	<b>MAXIMUMS</b>
Travel – Auto (privately owned)	\$0.565 per mile.
Travel – Auto (rental)*	100% of cost of least expensive economy rental.
Travel – Train/Taxi/Limo	100% of fare of lease expensive mode of available transportation.
Travel - Airplane	100% of Best Economy Class Rate**
Travel – Tolls	100% of tolls along direct route of travel.
Travel - Parking	100% of best economy option
Lodging	\$173.00 per night
Meals	\$64 per day overall, none to exceed the following: Breakfast: \$11.00 Lunch: \$18.00 Dinner: \$30.00 Incidentals: \$5.00

\* Only provided when Village-owned vehicles are unavailable.

\*\* Only provided when less expensive ground transportation is unavailable.

The Village will not reimburse expenses for the following: Alcoholic Beverages; Meals, travel, lodging, or any other fees for friends, family, or other non-Village employees; Expenses of a personal nature and incurred for the convenience of the employee. e.g. traveling indirect routes, upgrading a plane ticket to first class, or upgrading room accommodations; Parking tickets, traffic citations, or other fees that could be reasonably avoided by following applicable traffic laws; Travel or hotel change/cancellation fees that could have been reasonably avoided; Any other non-work related expenses.

### **Exceptions**

The Village Board may make allowances to this policy as deemed necessary; itinerary and expenses will be reviewed and approved on a case-by-case basis. All such requests for allowances will require a motion and a roll call vote of the Village Board for approval. Expenses that exceed the maximums, and which do not receive a favorable vote of the Board will be capped at the maximums.

### **Officials' Policy**

PA 099-0604 requires that all expenditures for travel, meals and lodging by elected officials be approved by roll call vote of the Village Board upon a proper motion. While the Act does permit after-the-fact approvals, it is strongly recommended that officials anticipating travel, meal or lodging expense bring the matter to the Village Board in advance of incurring the expense. The maximums set forth in the foregoing section on Employees' expenses are applicable to elected officials, and again, it is recommended that unnecessary expenses be minimized wherever possible.

### **Forms**

Standardized forms for expense reimbursement requests are available in the Finance Department. These are required by statute to include the following information and will be rejected if not complete:

- (1) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) The name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

### **No Entertainment Expenses Permitted**

Pursuant to Section 25 of PA 099-604, the Village is prohibited from reimbursing any elected official, employee, or officer for any entertainment expense.

### **FOIA**

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.