

VILLAGE OF ANTIOCH

16-10-28

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

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES

OF THE

VILLAGE OF ANTIOCH, ILLINOIS

ON

October 3, 2016

Published in pamphlet form by authority of the Village Board
of the Village of Antioch, Lake County, Illinois,
this 5th day of October, 2016.

LAWRENCE M. HANSON	President	MARY C. DOMINIAK	Trustee
LORI K. ROMINE	Clerk	JERRY T. JOHNSON	Trustee
ROBERT J. LONG	Attorney	JAY JOZWIAK	Trustee
		ED MACEK	Trustee
		SCOTT A. PIERCE	Trustee
		TED P. POULOS	Trustee

ORDINANCE 16-10-28

**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.

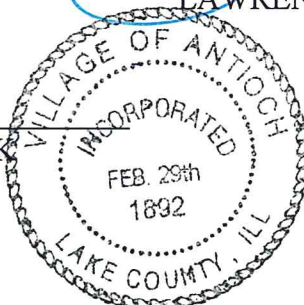
SECTION TWO: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS,
ON THIS 3RD DAY OF OCTOBER, 2016.

ATTEST:


LORI K. ROMINE, VILLAGE CLERK


LAWRENCE M. HANSON, MAYOR



STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)


CERTIFICATE

I, Lori K. Romine, certify that I am the duly appointed Municipal Clerk of the Village of Antioch, Lake County, Illinois.

I certify that on October 3, 2016, the Corporate Authorities of such municipality passed and approved **Ordinance No. 16-10-28**, entitled “***AN ORDINANCE AMENDING § 4.6 OF THE EMPLOYEE POLICY AND PROCEDURE HANDBOOK***” which provided by its terms that it should be published in pamphlet form.

The pamphlet form of **Ordinance No. 16-10-28**, including the Ordinance and cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on October 5, 2016 and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Municipal Clerk.

DATED at Antioch, Illinois, this 5th day of October, 2016.


Lori K. Romine, RMC/CMC
Village Clerk



Village of Antioch

Section: 4.6

Title: Expense Reimbursement

Effective November 1, 2016

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.

CATEGORY OF EXPENSES	MAXIMUMS
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.