

ORDINANCE NO. 16/17-M-07

**AN ORDINANCE ESTABLISHING
A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)**

WHEREAS, the District of Winnebago County, Illinois operates its sewerage system ("the System") in accordance with the provisions of The Sanitary Act of 1917, 70 ILCS 2405; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees;

NOW THEREFORE, be it ordained by the Corporate Authorities of the District of Winnebago County, Illinois, as follows:

SECTION 1. INCORPORATION OF PREAMBLES

The Corporate Authorities hereby find that the recitals contained in the preambles are true and correct, and incorporate them into this Ordinance by this reference.

SECTION 2. REIMBURSEMENT POLICY

The Corporate Authorities adopt the "Reimbursement of Travel, Meal, and Lodging Expenses Policy" as attached in Exhibit A.

SECTION 3. REPEALER

All ordinances, resolutions or orders, or parts thereof, which conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

PASSED by the Corporate Authorities on December 22, 2016.

Approved December 22, 2016.

Donald J. Mense
PRESIDENT
Rock River Water Reclamation District
Winnebago County, Illinois

AYES: 5
NAYS: 0
ABSENT: 0

RECORDED in the District Records on December 22, 2016.

ATTEST:

Richard T. Pollock
Clerk
Rock River Water Reclamation District
Winnebago County, Illinois

**ROCK RIVER WATER RECLAMATION DISTRICT
REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSE POLICY**

Section 1. Scope

The purpose of this policy is to provide guidelines and procedures to govern employees and Trustees of the District as they travel to attend training sessions, conferences, seminars, or other meetings on behalf of the District.

Section 2. Definitions

1. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose to the program or event.
2. "Travel" means any expenses for employees who must travel out of town for legitimate business, which includes but is not limited to meeting with private or government entities related to the operation of the District and pre-approved seminars, conferences, and other related educational events related to the employee's or officer's official duties.

Section 3. Standardized Reimbursement Request Form

A standardized form for use in obtaining reimbursement is established and included as part of this ordinance. The form shall include an estimate of expenses that will be incurred in the future or, if the travel has already occurred, receipts showing the actual cost of the travel expenses; the name of the person and job title or office title of the person who incurred the travel expenses; the dates the travel expenses were incurred and the nature of the official business for which the expenses were necessary.

Section 4. Receipts Required

To be eligible for reimbursement of any kind pursuant to this **policy**, an employee must submit receipts substantiating his claim. The Director may waive this requirement if necessary.

Section 5. Eligible Travel, Meal, Lodging and Other Expenses and Maximum Allowable Reimbursements

A. Airfare

Airfare will be provided for and scheduled through the Director's office at coach rates, or for other appropriate transportation, not to exceed the cost of the airfare. Except in an unforeseen event, airfare shall be scheduled at least one month in advance to take advantage of any available discounts.

B. Lodging

Employees are entitled to stay in a clean and comfortable hotel room while on business travel, but every effort should be made to find rooms at reasonable prices. The District will pay for lodging if travel is greater than 50 miles from 3501 Kishwaukee Street. Room rates shall be based on single occupancy. Lodging will be pre-approved by the District Director.

C. Meals

Meal allowance reimbursements will be based on the Internal Revenue Service current guidelines for the standard meal allowance. The standard meal allowance is reviewed annually and is published by the IRS. For most travel destinations the standard meal allowance will be used for reimbursement; however, if the location is considered a high-cost area, it will be reimbursed at the greater amount. The locations eligible for higher standard meal allowance reimbursement are found in IRS publications.

Reimbursements shall be made only to the extent of actual expenses for that day, not to exceed the standard meal allowance. On travel days, employees are reimbursed for breakfast if they leave home before 6:00 a.m., and for dinner if they return home after 6:00 p.m.

D. Car Rental

1. Except as otherwise provided in this policy, car rental is reimbursable only if, prior to the event, the Director has determined that public transportation or taxi service is either unavailable or inappropriate for the situation. Except for situations discussed below, the participant must submit all car rental needs to the Director's office, after which administrative staff will make the arrangements for the participant following the Director's authorization.

2. If an unusual situation requires an employee to rent a car without the Director's prior approval, he shall carefully document the justification, itinerary and expenses for the rental and shall submit them to the Director. Reimbursement for such rental will occur, if at all, at the Director's discretion. However, the Director will not unreasonably withhold reimbursement.

E. Personal Auto Use

With District Director approval, employees who elect to drive their own cars on business trips are reimbursed for miles driven at the current Federal IRS mileage rate. Reimbursement for personal auto use cannot exceed the cost of coach class airfare to the destination. Employees must sign a Personal Vehicle Request form and have the form placed in their personnel file once approved by District Director. A copy of the Personal Vehicle Request form is included in Appendix D.

Only that time that would have been required for travel by air will be allowed as working time; any additional time taken by the employee for travel shall be taken as vacation time if it occurs during normal district working days.

F. Telephone

Employees are reimbursed for all business-related calls while traveling. Employees are also reimbursed for a five-minute telephone call home for each day while out of town.

G. Travel Advances

Employees who pay the majority of their travel expenses by credit card often do not need a travel advance, since a promptly filed expense statement typically is reimbursed before the credit payment is due. However, an employee can obtain a travel advance to cover estimated cash expenses for an out-of-town trip. Employees must complete the travel advance request form, submit it to their supervisor for approval, and send the approved form to Accounts Payable for processing.

Section 6. Substantiation and Reimbursement

Employees must submit an expense report within thirty (30) days after completing the travel. The report should identify the date, time, amount and business purpose of each expense. Receipts for transportation, meals and lodging expenses must be attached. Any unspent advance money must be repaid within ten (10) business days of the completion of the trip. Reimbursements typically are issued within ten (10) business days following receipt of the expense report.

Section 7. Expense for Members of the Board

Travel, meal and lodging expenses or travel advances incurred by the any member of the Board of Trustees or Board of Local Improvements must be approved by roll call vote at an open meeting of the Board of Trustees.

Section 8. Approval of Expenses for Officers and Employees that Exceed Maximum Allowable Reimbursement Amounts.

The Board of Trustees must approve the reimbursement of travel, meal, or lodging expenses or travel advances for an officer or employee that exceeds the maximum limits, which are stated in Section 5, in cases of emergency conditions or other extraordinary circumstances.

Section 9. Prohibition of Reimbursement for Entertainment Expenses

Reimbursement for entertainment expenses is strictly prohibited unless ancillary to the purpose of the program or event.

Appendix E
Weekly Expense Report
 (Attach Receipts if Possible)

To _____

From _____

Location _____

Reason _____

For Week Ending		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total for Week	
1	Hotel/Motel									1
2	Breakfast									2
3	Lunch									3
4	Dinner									4
5	Plane/Bus Fare									5
6	Taxi/Bus Fare									6
7	Auto Main.									7
8	Parking									8
9	Phone/Fax									9
10	Tips									10
11	Entertainment									11
12	Mileage									12
13										13
14										14
15										15
Totals										
Mileage Record		Remarks:								
End of Trip										
Less – Start										
Miles Per Trip										
I hereby certify that the above expenditures represent cash spent for legitimate company business only and includes no items of a personal nature.										
Signed										
Reviewed by:										
Date	Repayment Recap	Amount	Approval				Memo Only			
	Advance Received						Check No.			
	Less Expenses						Date			
	Amount Over or Short									