

## ORDINANCE 207

### AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY

**WHEREAS**, the Governor signed House Bill 4379 into law on July 22, 2016. The new law, Public Act 099-0604, called the “Local Government Travel Expense Control Act,” hereinafter referred to as the “Act,” went into effect January 1, 2017.

**WHEREAS**, the Act mandates that all public agencies in Illinois enact an ordinance or resolution regulating the reimbursement of travel, meal, and lodging expenses, hereinafter referred to as “travel expenses,” of employees and officers of said public agencies including, but not limited to, the types of official business for which travel, meal, and lodging expenses are allowed and to establish the maximum allowable reimbursement for travel, meal, and lodging.

**WHEREAS**, the Act defines “Local Public Agency” as a school district, community college district, or unit of local government other than a home rule unit.

**WHEREAS**, “travel” is defined as any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**WHEREAS**, the Act bars reimbursements for entertainment and sets restrictions on amounts for qualified expenses.

**WHEREAS**, reimbursements for expenses related to entertainment, defined as shows, amusements, theatres, circuses, sporting events, or any other place of public or private entertainment or amusement is prohibited, unless the entertainment expense is “ancillary to the purpose of the program or event.”

**WHEREAS**, the public agency must create guidelines to establish:

- The maximum allowable reimbursement amount for travel expenses.
- The types of official business for which travel expenses are allowed.
- A standard form for requesting reimbursement of travel expenses, including submission of expense-related documents.

**WHEREAS**, the public agency shall create a standard form for: members of the fire protection district Board of Trustees (hereafter Board); employees; and, members of appointed boards and commissions, requesting reimbursement for travel expenses as set forth in the Act.

Before travel expenses may be approved for a member of the Board, or in the case of an officer or employee of the District that exceeds the established maximum allowable reimbursements, the following minimum documentation must first be submitted, in writing, to the governing board:

1. If the travel expenses have not yet been incurred, an estimate of the travel expenses.
2. If the travel expenses already have been incurred, receipts showing the costs of the travel expenses.
3. The name of the individual requesting reimbursement.
4. The job title or office of the individual requesting reimbursement.
5. The date or dates on which the travel expenses will be or were expended.
6. The nature of the official business for which the travel expenses will be or were expended.
7. Reimbursement for travel expenses that exceed the established maximum allowable amount may be allowed, but only if the expenses relate to an emergency or other extraordinary circumstance.

**WHEREAS**, the Act mandates that all reimbursements must be documented and open to public review, and are public records subject to disclosure under the Illinois Freedom of Information Act.

**WHEREAS**, the following travel expenses must be approved by a roll-call vote during an open meeting of the Board of the public agency:

1. The travel expenses of any employee or officer (officer defined as elected/appointed officials) or that exceed the maximum amount allowed under the regulation adopted by the relevant local public agency.
2. The travel expenses of any member of the Board.

**NOW, THEREFORE BE IT ORDAINED**, by the Woodstock Fire/Rescue District Board of Trustees, McHenry County, Illinois, as follows:

**Section 1.** The Board of Trustees of the Woodstock Fire/Rescue District adopts the following TRAVEL EXPENSE REIMBURSEMENT POLICY, which, by insertion in the Ordinance, becomes a part thereof:

**WOODSTOCK FIRE/RESCUE DISTRICT  
TRAVEL EXPENSE REIMBURSEMENT POLICY**

- I. **Purpose:** To establish procedures for the control and documentation of expenses incurred by

District employees and officers for professional development and training classes, seminars, workshops, and conferences, and any other out-of-town travel on behalf of and for the benefit of the District.

- II. **Policy:** Travel and training expenses incurred shall be within the funds budgeted for said purposes. Approval from the Fire Chief or his designee is required prior to any travel related expenditure. Following the travel, an itemized statement of actual expenses must be presented to the Fire Chief or his designee for approval before payment or reimbursement of expenses to any employee. The Fire Chief may approve exceptions to this policy on behalf of employees when, in his judgment, it is in the best interest of the District. In the case of an officer, the Board must provide the prior approval for travel and the expenditures related to said travel.
  
- III. **Options:** District employees and officers may choose from the following options for the payment of travel expenses:
  - A. Use of personal funds or personal credit card to be reimbursed by the District.
  - B. Use of a district issued credit card may be used for registration, airfare, lodging and meals.
  
- IV. **Procedures and Forms Required:** Prior to incurring any expenses, registration information and projected travel expenses must be submitted to the Fire Chief or his designee for verification of funds availability, justification for attendance, and approval. This will be satisfied by the submittal of the Out-of-District Travel Approval Checklist. The aforementioned checklist will be used for direct payment of expenses and reimbursement. In the case of an officer, the Board will handle this step in the process.
  
- V. **Transportation:** Out-of-town travel may be accomplished by air, other common carrier, or District vehicle, as determined by the Fire Chief or his designee. In the case of an officer, the Board will make the determination. The number of travel days is determined by the duration of the event. Travel time of one day each way will be allowed to the destination city. If the employee elects to drive a vehicle instead of travel by air, the employee must work with the Fire Chief or his designee to determine what is considered vacation or personal time.

The use of District vehicles for business travel is preferred for local or regional travel, unless a vehicle is unavailable or the employee or officer has prior written authorization from the Fire Chief or, in the case of an officer, the Board. Employees and officers shall be reimbursed for mileage expenses that mirror Internal Revenue Service guidelines.

If an employee or officer chooses to drive when air travel would be appropriate, an amount

equivalent to air coach/economy class airfare is the maximum reimbursement allowed for use of private vehicles. Lodging, meals, and other expenses incurred while *en route* are not reimbursable during the time the employee is using vacation or personal time.

- VI. **Authorized Expenditures:** The following expenses shall be reimbursed for employees and officers of the District only for purposes of official business conducted on behalf of the District, which includes out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to official duties. Travel, meal, and lodging expenses incurred by any employee or officer in excess of \$300.00 per day must be approved in an open meeting by a majority roll-call vote of the Board.

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

Documentation of expenses must be provided in accordance with this policy, and any amount in excess of the per diem must be repaid to the District.

- A. The District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Reimbursement Form.
- B. Lodging shall be pre-approved. The lodging expense shall only cover the minimum number of evenings required by the event; the lodging shall be reasonable in accommodations and expense; a hotel receipt must support the lodging expense. The District shall pay only the single occupancy rate. Extra lodging expenses such as dry cleaning, vending machines, valet service, and video rental are not reimbursable expenses.
- C. The District will pay or reimburse registration fees; gasoline and associated costs for District vehicles; mileage for personal vehicle usage; parking fees; baggage handling fees; fees for transportation between home or office and the airport and between the airport and the hotel; and phone calls made for District business.
- D. Receipts must substantiate the cost of meals. If the destination city is an area of high cost, the Fire Chief or, in the case of an officer, the Board, may approve reasonable expenditures in excess of the established rates: \$10 for breakfast; \$15 for lunch; \$25 for dinner. No payment or reimbursement may be made for personal supplies, alcoholic beverages, or entertainment. If some meals are included in the prepaid registration fees, the employee or officer of the District may not be reimbursed for those meals.
- E. The use of rental cars is discouraged. Such use will be approved on a case-by-case basis, depending on travel needs. Only a mid-size car rate will be reimbursable.
- F. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least twenty-one (21)

days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

- G. Within ten (10) working days of completion of travel, an expense report, with receipts documenting all expenditures, must be submitted to the Fire Chief or, in the case of an officer, the Board. Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Board on a Travel, Meal and Lodging Expense Reimbursement Form:
1. 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 for which the travel, meal, or lodging expense was or will be expended.
- H. Reimbursement checks, if applicable, will be issued after the next regular Board meeting and only after the expense report has been approved.
- I. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

## **VII. Other Conditions and Restrictions on Travel**

- A. Under no circumstances are any expenses to be paid by the District when incurred by a non-employee of the District or for an unauthorized employee or officer (employee or officer whose travel has not been approved as required by this policy).
- B. Family members may accompany the traveler when traveling on official District business. However, no expenses attributable to any family member will be reimbursable expenses. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the District for lodging, meals, and transportation. However, if the attendance of a spouse or family member is ancillary to the employee's participation and attendance at certain events, the District following prior approval by the Fire Chief, shall make reimbursement for the spouse or family member's reasonable expenses. Officers must have the Board's prior approval for the spouse or family member's reasonable expenses.
- C. Employees wishing to combine a vacation with a business or conference trip must have

the Fire Chief's prior approval. Officers wishing to combine a vacation with a business or conference trip must have the Board's prior approval. In either case, the traveler will only be reimbursed for travel and expenses related to the conference and to and from that destination.

- D. Amounts disbursed for travel expenses, which are subsequently disapproved by the Fire Chief or Board, shall be refunded to the District within fifteen (15) days. Failure to do so will result in the amount being deducted from the employee or officer's compensation.
- E. Other items of reasonable expense specifically not addressed and necessary in the course of conducting District business shall be reimbursed after review and approval by the Fire Chief or Board.
- F. **No alcoholic beverage expenses will be reimbursed by the District.**
- G. No elected official, appointed official or employee shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**Section 2.** The above "Whereas" recitals are incorporated into and made part of this Ordinance.

**Section 3.** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 4.** This Ordinance shall be in full force and effect from after its passage.

**ADOPTED BY THE WOODSTOCK FIRE/RESCUE DISTRICT BOARD OF TRUSTEES AT ITS REGULAR MONTHLY MEETING THIS 23<sup>rd</sup> DAY OF February, 2017.**

President

Robert A. Kristensen  
Robert A. Kristensen

ATTEST:

  
Kenneth Marunde, Secretary

YEAS: 3

NEAS: 0

ABSTENTIONS: 0

**WOODSTOCK FIRE/RESCUE DISTRICT**  
Out-of-District Travel Approval Checklist

**EMPLOYEE NAME:** \_\_\_\_\_

**PURPOSE OF TRAVEL:** \_\_\_\_\_

**ORGANIZATION HOSTING EVENT:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**TRAVEL DATES:** \_\_\_\_\_

**COSTS:**

Registration: \_\_\_\_\_

Hotel: \_\_\_\_\_

Transportation: \_\_\_\_\_

Other/Miscellaneous (Explain): \_\_\_\_\_

**STATEMENT OF JUSTIFICATION (Why is the travel necessary/job related):**

**SIGNATURE:** \_\_\_\_\_

Date

**APPROVED:** \_\_\_\_\_

Shift OIC (when applicable)

Date

**APPROVED:** \_\_\_\_\_

Board Representative/Fire Chief

Date

**ATTACH A COPY OF ALL PERTINENT MATERIALS RELATED TO THE TRAVEL, INCLUDING, BUT NOT LIMITED TO: REGISTRATION PACKET, PROGRAM AGENDA, DETAILS OF MEALS PROVIDED/COVERED BY THE REGISTRATION FEE, ANTICIPATED TRAVEL INTINERARY AND ANY OTHER DOCUMENT THAT WOULD HELP IN THE APPROVAL PROCESS.**

**Woodstock Fire / Rescue District**  
Travel, Meal, and Lodging Reimbursement Expense Form

Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Destination \_\_\_\_\_

Today's Date \_\_\_\_\_  
 Travel Dates \_\_\_\_\_  
 From \_\_\_\_\_  
 To \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

**ITEMIZED EXPENSES**

DATE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
Hotel								\$0.00
Breakfast								\$0.00
Lunch / Dinner								\$0.00
Air Fare								\$0.00
Taxi / Shuttle								\$0.00
Vehicle Rental								\$0.00
Fuel								\$0.00
Tolls								\$0.00
Parking								\$0.00
Tips								\$0.00
Mileage								\$0.00
<b>TOTAL EXPENSES</b>								<b>\$0.00</b>

**MILEAGE REPORT**

(used when a personal vehicle is authorized)

Total Miles _____	Rate Per Mile <u>0.55</u>	Employee Reimbursement _____	<b>\$0.00</b>
			(miles x rate)

**DISTRIBUTION OF COST**

(District share vs. personal share)

Employee Amount _____	WFRD Amount _____
Itemized Expenses _____	Advance Payment _____
Reimbursable Mileage _____	Employee Balance _____
Employee Total _____	Account # _____

**FINANCIAL SUMMARY CERTIFICATION**

I hereby certify the above expenditures represent true and accurate expenses spent for legitimate company business only and includes no items of a personal nature.

Employee Signature \_\_\_\_\_

Approvals:  
 Shift OIC: \_\_\_\_\_  
 Fire Chief: \_\_\_\_\_ (Board representative for elected/appointed official travel)