

**COUNTY OF UNION,
ILLINOIS**

**ORDINANCE REGULATING THE REIMBURSEMENT OF TRAVEL, MEAL AND
LODGING EXPENSES OF OFFICERS AND EMPLOYEES**

WHEREAS, the Local Government Travel Expense Control Act (50 ILCS 5/150-1 *et seq.*) requires all Illinois local public agencies to, by resolution or ordinance, regulate the reimbursement of all travel, meal and lodging expenses of officers and employees; and

WHEREAS, the Board of Commissioners of the County of Union, Illinois has previously regulated the reimbursement of all travel, meal and lodging expenses of officers and employees as codified in Article 6 of Chapter 1 of the Union County Code; and

WHEREAS, the Board of Commissioners of the County of Union, Illinois has determined that Article 6 of Chapter 1 of the Union County Code should be amended to comply with the Local Government Travel Expense Control Act (50 ILCS 5/150-1 *et seq.*).

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF UNION, ILLINOIS, AS FOLLOWS:**

SECTION 1: The Union County Code of Ordinances is hereby amended by deleting Section Article 6 of Chapter 1 in its entirety and replacing Article 6 of Chapter 1 as follows:

**ARTICLE 6 – TRAVEL MEAL AND LODGING EXPENSES OF OFFICERS
AND EMPLOYEES**

1-6-1 **DEFINITIONS.** For the purposes of this Article, the following terms shall be given these definitions:

- (A) **“Entertainment”** means 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 of the program or event.
- (B) **“Employee”** means a person employed by the County of Union, Illinois, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of the County of Union, Illinois with regard to the material details of how the work is to be performed, but does not include an independent contractor. Employee includes the Union County Coroner, Union County Clerk, Union County Circuit Clerk, Union County Sheriff, Union County State’s Attorney or Union County Treasurer and any employee of such offices.
- (C) **“Official Business”** means activities conducted by an Employee on behalf of the County of Union including, but not limited to, attendance at conferences,

seminars and trainings related to an Employee's job duties and attendance at meetings or other events regarding the activities and functions of the County of Union.

- (D) ***“Travel”*** means any expenditure directly incident to travel on Official Business by an Employee involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

1-6-2 REIMBURSEMENT

- (A) **Maximum Allowable Reimbursement.** The maximum allowable reimbursement to an Employee for Travel for Official Business shall be as follows:

- (1) **Personal Vehicle Mileage and Parking:** Personal Vehicle Mileage shall be reimbursed at the Internal Revenue Service Standard Mileage Rate in effect at the time of Travel. Parking shall be reimbursed at the actual cost provided such actual cost is reasonable as determined by the Employee's supervisor and the Board of Commissioners.
- (2) **Airfare and Other Modes of Transportation:** Cost of travel by air, train, mass transit, taxi or other mode of transportation shall be reimbursed at the actual cost provided such actual cost is reasonable as determined by the Employee's supervisor and the Board of Commissioners. Reimbursement for travel by air, train, mass transit, taxi or other mode of transportation shall not include the cost of any upgrades or other optional fees such as, but not limited to, business class, first class or early boarding.
- (3) **Lodging:** Lodging shall be reimbursed at the actual cost provided such actual cost is reasonable as determined by the Employee's supervisor and the Board of Commissioners. Reimbursement for lodging shall not include the cost of any upgrades or other optional fees.
- (4) **Meals:** Meals shall be reimbursed at a maximum rate of forty dollars (\$40) per day including a maximum of ten dollars (\$10) for breakfast, ten dollars (\$10) for lunch and twenty dollars (\$20) for dinner. Meal reimbursement shall not include the cost of any alcoholic beverage. Meal reimbursement shall not be provided to an Employee for any meal which is offered or otherwise made available to the Employee as a part of a conference, meeting or other event which is the part of the Official Business for which the reimbursement is sought.

(B) **Required Documentation.** Before an expense for travel, meals or lodging may be approved under this Article, the following minimum documentation must first be submitted, in writing, to the Board of Commissioners:

- (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; and
- (2) the name of the individual who received or is requesting the travel, meal or lodging expense; and
- (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; and
- (5) a copy of the agenda from any conference or training attended.

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

(C) **Standardized Form for Reimbursement of Travel Expenses.** No reimbursement shall be provided unless the reimbursement is submitted to the Board of Commissioners on a standardized form approved by the Board of Commissioners. Documentation, including receipts, must be attached to such standardized form. Such standardized form shall be made available to Employees by the Board of Commissioners.

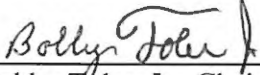
(D) **Entertainment Expense Reimbursement Prohibited.** No reimbursement shall be provided for any Entertainment expense.

(E) **Roll Call Vote Required.**

- (1) No reimbursement shall be provided to a County Commissioner unless approved by a roll call vote of the Board of Commissioners.
- (2) No reimbursement in excess of the maximum allowable reimbursement provided in Section 2 of this Article shall be made unless approved by a roll call vote of the Board of Commissioners.


SECTION 2: This ordinance shall be effective upon its passage and approval as provided by law.

PASSED AND APPROVED at a regular meeting of the Board of Commissioners of the County of Union, Illinois this 24 day of February, 2017.



Bobby Toler, Jr., Chairman

ATTEST:



Terry Bartruff
Union County Clerk

Commissioners voting aye: Toler, Hartline, Miller, Foster, Russell

Commissioners voting nay: _____

Abstention(s): _____

Absent: _____