



## RESOLUTION NO. 2016-013

### **A Resolution Adopting a Policy with Regard to Expense and Travel Reimbursements Village of Montgomery, Kane and Kendall Counties, Illinois**

**WHEREAS**, the Illinois Constitution, Article VI, Section 1(a), provides that public funds, property, or credit shall only be used for public purposes; and,

**WHEREAS**, the Local Government Travel Expense Control Act (P.A. 99-604) requires that certain public bodies, including non-home rule municipalities, establish formalized procedures for the regulation and reimbursement of travel, meal, and lodging expenses; and,

**WHEREAS**, the Village of Montgomery ("Village"), is an Illinois municipal corporation and a non-home rule unit of government under the Illinois Constitution, Article VII, Section 7, and accordingly, is a public body subject to these provisions; and,

**WHEREAS**, the Village of Montgomery Board of Trustees has determined that in accordance with these provisions and in the interest of the public health, safety, morals, and welfare of its residents, the Village shall adopt a policy with regard to expense and travel reimbursements.

**NOW, THEREFORE, BE IT RESOLVED** by the Village President and the Board of Trustees of the Village of Montgomery, Kane and Kendall Counties, Illinois, as follows:

#### **Section One: Incorporation of Preambles**

The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

#### **Section Two: Intent to Reimburse**

The Village Board hereby approves and adopts regulations governing travel and expense reimbursements, as are set forth in the attached **Exhibit A**, which shall be incorporated as though fully set forth herein.

#### **Section Three: General Provisions**

**REPEALER:** All ordinances, resolutions, or portions thereof in conflict with this resolution are hereby repealed.

**SEVERABILITY:** Should any provision of this Resolution be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this Resolution.

**EFFECTIVE DATE:** This Resolution shall be in full force and effect from and after its approval, passage and publication in pamphlet form as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Montgomery, Kane and Kendall Counties, Illinois, this 28th day of November, 2016.

*M.T. Brolley*

Matthew Brolley  
President of the Board of Trustees of the Village of Montgomery

ATTEST:

*Penny FitzPatrick 11/28/16*

Penny FitzPatrick, Clerk of the Village of Montgomery



	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>
Trustee Stan Bond	✓	—	—	—
Trustee Peter Heinz	—	—	✓	—
Trustee Steve Jungermann	✓	—	—	—
Trustee Dennis Lee	✓	—	—	—
Trustee Douglas Marecek	✓	—	—	—
Trustee Theresa Sperling	✓	—	—	—

## **Exhibit A**

### **Travel and Expense Reimbursements Policy**

#### **Travel Policy**

The purpose of this policy is to provide broad guidelines to officers and employees of the Village for incurring and reimbursing expenses connected with Village business in accordance with applicable regulations and sound business practices. This policy governs expenses incurred during Village travel, as well as expenses incurred locally in connection with Village business. Willful violation or abuse of this policy, including falsifying expense reports to reflect costs not actually incurred, may result in adverse action being taken pursuant to Village policies, rules, ordinances, and applicable State and Federal laws. Nothing in this policy shall preclude the Village of Montgomery from pursuing all available remedies.

#### **General Guidelines**

The Village will incur or reimburse expenses that are: 1) reasonable and necessary; 2) for a Village business purpose which serve in the best interest of the Village; and 3) documented, approved, and submitted properly. This policy applies to all expenses incurred for a Village purpose whether incurred locally or during Village travel.

#### **Travel Authorization**

A travel authorization request should be authorized in advance by a Department Head or the Village Administrator and submitted to the Finance Department ten (10) days prior to the travel period. If a travel advance is being requested, the request must also be properly authorized. After processing, the Finance Department will notify the appropriate department. A copy of this request will be attached to the Travel Expense Report when filing for reimbursement after travel has been completed.

For Village employees, attendance at authorized or required professional conferences, seminars, technical meetings and/or training programs will be considered part of an employee's normal duties and will be counted as hours worked. Authorization of travel and reimbursement will be based upon need, cost/benefit of travel, and availability of funds as determined by the Village. An officer or employee of the Village may request authorization to attend such an event at Village expense if it has been approved in the budget for the appropriate fiscal year. Otherwise, the Village Administrator or his/her designee must approve attendance at conferences or other special events not included in the budget. Once an officer or employee's travel plans have been approved, said individual is responsible for making their own travel arrangements.

#### **Travel Costs**

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to

accomplishing business travel objectives and subject to the provisions listed below will be reimbursed by the Village. Lodging, travel fares, meal allowances, and registrations may be paid by the Village, directly by the officer or employee, or by travel advance. Requests for travel advances will be made and submitted to the Finance Department no later than ten (10) day prior to date of travel. Minimum travel advance requests will in no case be allowed to exceed estimated travel expenses, excluding prepayments. The Village Administrator or his/her designee must approve all advances. Travel reimbursements shall not exceed the amounts set forth below. Notwithstanding the foregoing, an exception may be made in instances of emergency or other extraordinary circumstances, which shall be reviewed on a case-by-case basis.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare. The maximum reimbursement for train fare shall be 100% of the actual cost of the ticket and the maximum reimbursement for airfare shall be 100% of the best coach class ticket (not business or first class).
- Fares for shuttle or airport bus services, where available; costs of public transportation for other ground travel. The maximum reimbursement shall be 100% of the cost of the fare. A maximum reimbursement of 100% shall also be allowed for tolls along a direct route of travel.
- Taxi or limousine fares, only when there is no less expensive alternative. The maximum reimbursement shall be 100% of the cost of the fare.
- Mileage costs for use of personal cars, only when less expensive transportation is not available. The maximum reimbursement shall be at the rate established by the most recent Department of the Treasury, Internal Revenue Service's bulletin.
- Cost of conference hotel accommodations or standard accommodations in low to mid-priced hotels, motels, or similar lodgings. The maximum reimbursement shall be \$250.
- Cost of meals, subject to the limitations described below. The maximum reimbursement shall be at the Meals and Incidental Expenses Breakdown as published by the U.S. General Services Administration.
- Charges for telephone calls, fax, and similar services required for business purposes. The maximum reimbursement shall be 100% of the cost of the business expense incurred.
- If an overnight stay is required, a per diem reimbursement may be available. The maximum reimbursement shall be at the Maximum Per Diem Rates as published by the U.S. General Services Administration.

### **Guidelines – Transportation**

#### ***Airfare or Train Fare***

Actual coach fare substantiated by a receipt will be reimbursed in accordance with the maximum amounts established for travel costs as is established herein. First class travel will only be used in extraordinary circumstances and with prior approval of the Village Administrator or his/her designee. Penalties and charges resulting from the cancellation of airline or other travel reservations shall be the Village's obligation if the officer or employee's travel has been approved in advance of the cancellation or change is made at the direction and for the convenience of the Village. If the cancellation or change is made for the personal benefit of the officer or employee, it shall be the officer or employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the officer or employee's immediate family or other critical circumstances beyond the control of the officer or employee, the Village will be obligated to pay the penalties and charges.

### ***Vehicle Use***

Vehicles from the Village fleet should be used whenever possible for local travel while on official Village business. When a vehicle from the Village fleet is not available or use is not practical, an officer or employee may use their own private vehicle for travel on Village business. Rental vehicles are to be used as a last resort. Use must be approved in advance by the Village Administrator or his/her designee and an itemized receipt is necessary for the reimbursement. The officer or employee must obey all laws of the jurisdiction in which the vehicle is being operated. If the officer or employee is involved in an accident while traveling on Village business, they must promptly report the incident to the Village Administrator and/or an employee's immediate supervisor, as the case may be. A minimal amount of personal use, such as driving the vehicle to and from dinner, may be allowed.

Mileage reimbursement rates shall be the maximum allowed for privately owned vehicles under the most recent Department of the Treasury, Internal Revenue Service's bulletin. Reimbursement for use of an officer or employee's private vehicle shall be at the rate established above, plus any toll charges, if the round trip does not exceed 250 miles or is within the State of Illinois. When an officer or employee chooses to drive their vehicle on a longer trip, reimbursement shall be limited to the fare for air travel, or the current rate per mile, whichever is lower. In such cases, no reimbursement shall be made for any hotel, meal, or other expense incurred en route, or for parking charges at the destination.

When two or more officers or employees travel in the same private vehicle, reimbursements shall be made only to the owner of the vehicle.

### **Guidelines – Lodging**

Specific dates of lodging must be listed and substantiated by an itemized receipt from a commercial lodging establishment. Only charges for room and tax will be reimbursed, up to the maximum reimbursable rate as is set forth herein. Tips for room service, other hotel services, and additional personal expenses will not be reimbursable unless previously authorized by the Village Administrator or his/her designee. Employees or officials sharing a room with a non-Village individual (including family members) are responsible for reporting and requiring reimbursement

of lodging expenses at single occupancy rates.

### **Guidelines – Subsistence**

#### ***Local Travel***

An employee may be reimbursed for actual expenses incurred for lunch while they are away from the Village on official business during a normal work day before and after the lunch period, including attendance at meetings, conferences, or training seminars. Meal expenses for officers or employees may also be claimed if they are incurred for the purpose of advancing a Village business relationship, are within the bounds of good taste, moderation, and legal requirements, and are within reasonable limits. Reimbursement for meals shall be based on the actual cost of the meal plus a gratuity. A receipt listing the business purpose and those in attendance will be required for reimbursement of meal costs.

#### ***Overnight Travel***

A per diem reimbursement is available when an overnight stay is required. The Domestic Maximum Per Diem Rates as published by the U.S. General Services Administration shall be followed. Receipts are not required for per diem expenditures.

### **Reimbursement Requests**

#### ***Mileage Reports***

Officers or employees who use a personal vehicle on a regular basis for trips in and around the Village in furtherance of Village business, or for one day trips where mileage is the only expense incurred, shall complete a mileage report. The date of the trip, nature of the business with destination, and miles traveled should be completed. Employee mileage reports shall be approved by a supervisor. All mileage reports for officers and employees shall be submitted to the Finance Department for review and reimbursement.

#### ***Expense Reports***

Expense reports should be presented within thirty (30) days of travel completion. Reports should be accompanied by receipts for all individual expenses except those meals and incidentals covered by the per diem, parking fees less than \$2.00 per day, and reasonable baggage handling tips for porters at terminals and hotels. Employees who have questions pertaining to the submission of such reports should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursements for specific expenses, or any other business travel issues.

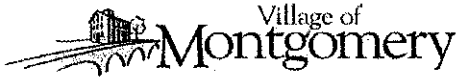
### **Entertainment Expenses**

Entertainment expenses shall not be eligible for reimbursement. This prohibition includes, but is not limited to, the following: 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 which is being attended on behalf of the Village and in furtherance of Village business.

***Travel Forms***

Forms to be used in conjunction with requesting travel approval and reimbursement are attached to this policy as Exhibit A.



VILLAGE OF MONTGOMERY  
TRAVEL AUTHORIZATION & EXPENSE REPORT

<b>PART I. Authorization To Travel -</b>			
Complete this section prior to travel and forward to the Finance Department for approval. Include a descriptive brochure or program for the event. This form will be returned to you upon approval of travel.			
EMPLOYEE NAME:	TITLE:	DEPARTMENT:	ACCT. #
PURPOSE OF TRAVEL:		ESTIMATED EXPENSE:	
DESTINATION:	NUMBER OF DAYS:	Transportation	\$
	DEPARTURE DATE:	Lodging	\$
TRAVEL AUTHORIZATION RECOMMENDED:		Meals	\$
Department Head _____ Date _____		Registration:	\$
		Miscellaneous:	\$
		Total Estimate:	\$
		Advance Requested:	\$
TRAVEL AUTHORIZATION APPROVED:		CERTIFICATION OF FUNDS:	
Village Administrator _____ Date _____		Finance Director _____ Date _____	

<b>PART II. Expense Report -</b>								Upon return, complete and forward to the Finance Department with appropriate receipts.	
	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTALS	
<b>TRANSPORTATION</b>									
AIR / GROUND:									
PARKING AND TOLLS:									
MILEAGE ON PERSONAL VEHICLE:									
<b>LODGING</b>									
<b>MEALS</b> (Insert Per Diem Rates per www.GSA.gov)									
BREAKFAST:									
LUNCH:									
DINNER:									
<b>REGISTRATION FEES</b>									
<b>INCIDENTAL PER DIEM</b>									
<b>MISCELLANEOUS</b>									
<b>TOTALS:</b>									
<b>LESS TOTAL PAID DIRECTLY BY VILLAGE</b>									
<b>LESS TOTAL PAID VIA VILLAGE CREDIT CARD</b>									
<b>LESS ADVANCE:</b>									
<b>AMOUNT DUE:</b>									\$0.00
I certify that the above expenses were incurred while conducting Village Business.					APPROVED:				
Employee _____ Date _____					Department Head _____ Date _____				
APPROVED:					APPROVED:				
Finance Director _____ Date _____					Village Administrator _____ Date _____				