

RESOLUTION NO. 03 - 17

**A RESOLUTION APPROVING THE VILLAGE OF CHATHAM TRAVEL EXPENSE REIMBURSEMENT POLICY**

**WHEREAS**, the Village of Chatham (“Village”), Sangamon County, State of Illinois, is a duly organized and existing municipality operating under and pursuant to the Illinois Municipal Code; and

**WHEREAS**, on January 1, 2017, the Local Government Travel Expense Control Act (50 ILCS 150/) (the “Act”) took effect; and

**WHEREAS**, the Village Board believes it to be in the best interest of the Village to be fully in compliance with the new requirements of the Act on its effective date; and

**WHEREAS**, the Village believes it to be in the best interest of the Village to amend the travel reimbursement policy to comply with the requirements of the Act; and

**WHEREAS**, the Act requires the Village to regulate by resolution or ordinance the types of official business for which reimbursement is available, establish the maximum allowable reimbursement for travel, meal, and lodging expenses, requirements for approval of reimbursement, and documentation required for approval of reimbursement; and

**WHEREAS**, the Village Board believes it to be in the best interest of the Village that the travel expense reimbursement policy be amended as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Mayor and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

**SECTION 1: Recitals.** The recitals set forth above are incorporated herein as if full stated and set forth in this Section 1.

**SECTION 2: Travel Policy Approval.** The Village of Chatham hereby approves the Local Government Travel Expense Reimbursement Policy (the “Policy”), attached hereto as “Exhibit A”, and the Village Mayor is hereby authorized to execute said Policy.

**SECTION 3: Severability.** If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution.

**SECTION 4: Conflicts.** All resolutions or agreements in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 5: Effective Date.** This Resolution shall be in full force and effect from after its passage, approval and publication as provided by law.

SO RESOLVED this 24 day of January, 2017, at Chatham, Sangamon County, Illinois.

	YES	NO	ABSENT	PRESENT
MARK CLAYTON	✓			
TERRY FOUNTAIN	✓			
DAVID KIMSEY	✓			
NINA LINDHORST	✓			
MATT MAU	✓			
JOE SCHATTEMAN	✓			
THOMAS S. GRAY				
TOTAL	6	0	0	0

**APPROVED** by the President of the Village of Chatham, Illinois this 24 day of January, 2017.

  
Thomas S. Gray, Village President

Attest:  
  
Pat Schad, Village Clerk

## EXHIBIT A

### THE VILLAGE OF CHATHAM TRAVEL EXPENSE REIMBURSEMENT POLICY

Employees and officers of the local governing board may be reimbursed for certain expenses related to official travel undertaken as part of that employee's or officer's employment duties. Reimbursable expenses may include travel to and from professional conferences, meetings, educational events, and other events as approved.

#### Maximum Allowable Reimbursement:

Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the Village shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration for travel per diem, meals, and incidental expense in effect at the time the expense was incurred. (see attached example/sample)

#### Approval

Any employee or officer seeking reimbursement must submit the Travel Expense Reimbursement Form to the Village Administrator for approval by the Board of Trustees prior to or within thirty (30) days of travel. If seeking approval prior to travel, an estimate of the costs to be incurred must be provided and receipts provided prior to reimbursement. If seeking approval after travel, provide actual costs incurred.

If expenses are or will be incurred by any member of the governing board or corporate authorities of the Village, or if the amounts exceed the maximum allowable reimbursement amount(s) listed above, they must be approved by a roll call vote at an open meeting of the Board of Trustees.

Expenses must be submitted in writing on the Travel Expense Reimbursement Form to the Village Administrator for approval by the Board of Trustees and must include receipts for all meals and lodging and a calculation of the total miles traveled to and from the location.

#### Prohibited Expenses

Entertainment expenses will be prohibited from reimbursement. These expenses include, but are 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. Any alcohol purchased is also an expense prohibited from reimbursement.

AMENDED —  
ALCOHOL WHEN ACCOMPANIED  
WITH AN EVENT'S MEAL IS  
ALLOWED

**EXAMPLE/SAMPLE**

These amounts are set by the Internal Revenue Service (“IRS”)<sup>1</sup> and updated from time to time. Amounts specified for January-September 2017 are as follows:

Mileage for driving personal vehicle: .535/mile

Lodging, Meals and Incidental Expenses:

<b>Destination</b>	<b>County</b>	<b>Lodging Rate</b>	<b>Meals and Incidental Expenses</b>
Standard Rate	All locations without specified rates	\$91	\$51
Bolingbrook/Romeoville/ Lemont	Will	\$95	\$54
Chicago	Cook/Lake	\$137 (Jan-Mar); \$222 (Apr-Jun); \$192 (Jul-Aug); \$212 (Sep)	\$74
O’Fallon/Fairview Heights/Collinsville	Bond/Calhoun/Clinton/ Jersey/Macoupin/Madison/ Monroe/St. Clair	\$125	\$54
Oak Brook Terrace	Dupage	\$112	\$59

<sup>1</sup> See <http://www.gsa.gov/portal/category/100120>

**THE VILLAGE OF CHATHAM EXPENSE REIMBURSEMENT FORM**

All employees and officers of the Village of Chatham must complete the following in order to receive reimbursement for expenses incurred as a result of travel for official business of the Village related to his or her employment or official duties. Receipts for meals and lodging must be attached. This form must be given to the Village Administrator for approval by the Board of Trustees either prior to travel or within thirty (30) days of travel.

Name: \_\_\_\_\_

Job title/office: \_\_\_\_\_

Date(s) of official business: \_\_\_\_\_

Purpose of travel/event: \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ .535 / mile = \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ night(s) @ \$ \_\_\_\_\_ / night = \$ \_\_\_\_\_ (attach receipts)

Meals and Incidental Expenses: \_\_\_\_\_ (attach receipts for all requested reimbursement)

Explanation for amounts exceeding Maximum Allowable Reimbursement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Date \_\_\_\_\_

Documentation Needed \_\_\_\_\_