

VILLAGE OF BRADLEY

ORDINANCE NO. O-1-17-2

AN ORDINANCE ADOPTING A TRAVEL, MEAL  
AND LODGING REIMBURSEMENT POLICY

ADOPTED BY THE  
BOARD OF TRUSTEES  
VILLAGE OF BRADLEY

This 13 day of FEBRUARY, 2017

Published in pamphlet form by authority of the Board of Trustees of the Village of  
Bradley, Kankakee County, Illinois, this 13 day of FEBRUARY,  
2017.

CERTIFICATE:



Michael J. LaGesse, Village Clerk

---

**ORDINANCE NO. O-1-17-2**

**ORDINANCE ADOPTING A TRAVEL, MEAL AND LODGING  
REIMBURSEMENT POLICY**

**WHEREAS**, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

**WHEREAS**, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal, and lodging expenses;

**NOW, THEREFORE**, be it ordained by the corporate authorities of the Village of Bradley as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Definitions.

“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 of the program or event.

“Public Business” means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the Village to carry out the responsibilities of Village business.

“Travel” means any expenditure directly incident to official travel by employees and officers of the Village or by wards or charges of the Village involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. The Village shall reimburse the following types of travel, meal, and lodging expenses incurred by its employees and officers up to the following maximum allowable amounts:

- **Mileage and Tolls:** Reimbursement for actual miles driven will be reimbursed at the approved IRS mileage rate in effect at the time the miles were driven. Justification of miles driven (Mapquest, Google Maps, etc.) must be provided. If tolls were paid, the Village will reimburse the actual cost of the tolls. Receipts for tolls are not required but employees should make a reasonable attempt to secure receipts or provide explanation of the cost of tolls paid.
- **Meals:** The Village will pay/reimburse the cost of meals up to a maximum amount equal to 120% of the amounts set out, from time to time, by the General Services Administration (“GSA”) on its website

(<https://www.gsa.gov/portal/category/100000>). Reimbursement for tips is permitted so long as (1) the tip does not exceed 20% of the cost of the meal before tax, and (2) the total cost the meal, including the tip and any applicable taxes, does not exceed 120% of the maximum set out, from time to time, by the GSA. Where a Village official or employee attends a training or conference at the request of the Village or as a matter of Public Business and meals are included as a part of such training or conference, the Village will not reimburse the official or employee for any costs incurred to procure any meal in addition to or in place of the meals so included. Receipts must be submitted for all meals where a reimbursement is requested.

- **Lodging:** The Village will pay/reimburse lodging expenses incurred by a Village official or employee, but (1) only where such expenses are incurred while attending a training or conference at the request of the Village or as a matter of Public Business, (2) only to the extent necessary to provide lodging for the Village official or employee themselves, and (3) only for the amount of time necessary for complete attendance of such training or conference. The Village will pay/reimburse qualifying lodging expenses up to a maximum amount equal to the greater of either (1) the stated GSA rate for the city closest to the location where the training or conference is held (plus any applicable taxes); or (2) any applicable rate set out in the training or conference's respective registration information (plus any applicable taxes), but only to the extent that such expenses were actually incurred. The Village will only pay for a standard room, meaning no multiple-bedroom, suites or similar rooms will be paid for by the Village. If the Village official or employee chooses to stay in a non-standard room, the cost of such room shall be the responsibility of the employee or Village official to the extent that it exceeds the cost of a standard room. Receipts for lodging must be submitted for all lodging expenses where a reimbursement is requested.
- **Air Travel:** If driving to training/conference is not practical and travel by air is the best method, the Village shall only pay the price of coach-class seating. If a Village official or employee chooses to fly in a class other than coach, the cost of such airfare shall be the responsibility of the Village official or employee to the extent that such airfare exceeds the cost of a coach-class ticket. However, notwithstanding the above, should a Village official or employee, on account of a disability or other recognized special need, need to fly in a class other than coach, the Village may authorize reimbursement for the entirety of said Village official or employee's airfare.
- **Commuting/Transportation:** Where a Village official or employee attends an out-of-town training or conference at the request of the Village or as a matter of Public Business and the distance between the Village official or employee's lodging accommodations and the location of the training or conference is such that it warrants the use of public transportation to commute between the training or conference and the Village official or employee's place of lodging, the Village shall pay/reimburse the cost of public transportation provided that the Village

official or employee presents receipts for the same. If the Village official or employee utilizes a personal vehicle for any such commute, reimbursement for the same shall be allowed subject to the rules regarding reimbursement for mileage and tolls, set out above.

Any amounts submitted for reimbursement that exceed the maximum allowable levels must be approved by a roll call vote at a public meeting of the corporate authorities of the Village of Bradley.

Alcohol is specifically excluded from reimbursement.

Section 4. No reimbursement of travel, meal or lodging expenses incurred by a Village employee or officer shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto and made a part hereof, has been submitted, with all required receipts attached, and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 5. Expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 3 of this Ordinance or (2) any member of the corporate authorities of the Village may only be approved by roll call vote at an open meeting of the corporate authorities of the Village. Any travel, meal or lodging expense to be incurred by an elected official of the Village must be preapproved by a roll call vote at an open meeting of the Corporate authorities of the Village. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth above.

Section 6. *Per Diems* – Where a Village official or employee attends a training or conference at the request of the Village or as a matter of Public Business, the Village may issue said Village official or employee a travel advance *per diem* based upon the GSA rates for the city closest to the location where any training or conference is held, provided however that the amount of any such advance *per diem* must be calculated in accordance with all rules established in this policy. In the event that such an advance per diem is issued to any Village official or employee, said official or employee must, after attending such training or conference, substantiate all qualifying expenses incurred during the same and repay any unused portion of the advance *per diem* to the Village.

Section 7. The Village shall not reimburse any elected official, employee, or officer for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

Section 8. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 9. This ordinance shall be in full force and effect on March 2, 2017.

PASSED THIS 13 day of FEBRUARY, 2017.

TRUSTEES:

Jerry Balthazor:	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
Robert Redmond:	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
Lori Gadbois:	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
Eric Cyr:	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
Melissa A. Carrico:	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>
Michael Watson:	Aye - <input checked="" type="checkbox"/>	Nay - <input type="checkbox"/>	Absent - <input type="checkbox"/>

Bruce Adams: Aye -  Nay -  Absent -

TOTALS: AYE - 6 NAY - 0 ABSENT - 0

APPROVED THIS 13 day of FEBRUARY, 2017.



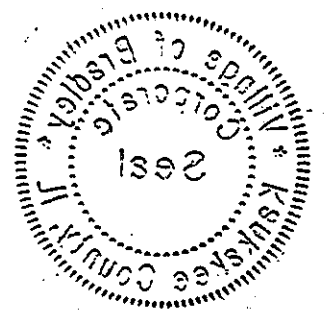
ATTEST:

Michael J. LaGesse

Michael J. LaGesse, Village Clerk

Bruce W. Adams

Bruce Adams, President of the Board of Trustees of the Village of Bradley



## **TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM**

Before an expense for travel, meals, or lodging may be approved under Village Ordinance No. O-1-17-2, the following minimum documentation must first be submitted, in writing, to the corporate authorities of the Village:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name of Employee or Officer

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) 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. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred. If expenses have already been incurred but no receipts are submitted, the Village will not reimburse any expense that does not have a receipt to support it.

You may also provide such other documentation as would assist the corporate authorities in considering your request for reimbursement. In the discretion of the corporate authorities, additional documentation relevant to the request for reimbursement may be required prior to action by the corporate authorities with respect to the reimbursement request.

\_\_\_\_\_  
Employee/Officer Signature

\_\_\_\_\_  
Date