

**ORDINANCE NO. \_\_\_\_\_**  
**Date Passed: December 12, 2016**

**AN ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES  
CONSISTENT WITH PUBLIC ACT 99-0604**

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 City of Rochelle 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 City to carry out the responsibilities of City business.

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

Section 3. The City of Rochelle Travel Expense Control Act Policy attached hereto as Exhibit #1 together with Attachments A & B (hereinafter collectively known as "the Policy"), is adopted and made a part of this ordinance.

Section 4. The City shall only reimburse the travel, meal, and lodging expenses incurred by its employees and officers up to the maximum allowable amounts as set forth in the Policy. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth herein.

Alcohol is specifically excluded from reimbursement.

Section 5. No reimbursement of travel, meal or lodging expenses incurred by a City employee or officer shall be authorized unless the procedures set forth in the Policy have been

strictly followed. All documents and information submitted under this ordinance shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 6. 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 City may only be approved by roll call vote at an open meeting of the corporate authorities of the City.

Section 7. The City 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 January 1, 2017.

PASSED this \_\_\_\_\_ day of December, 2016.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT:

APPROVED this \_\_\_\_\_ day of December, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

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## City of Rochelle

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**CATEGORY: FINANCE**

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**TITLE: CITY OF ROCHELLE TRAVEL EXPENSE CONTROL ACT POLICY**

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**EFFECTIVE: 1/1/2017**

**SUPERSEDES: 1/1/2002**

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### **Purpose and Scope:**

The purpose of this policy is to establish procedures for permission to attend and to obtain reimbursement for City financed functions (meetings, seminars, conferences, education courses, or any event that advances your job knowledge). This policy is applicable to all City Employees, including Department Chiefs, Superintendents, Directors, Supervisors, the City Attorney, City Clerk and City Treasurer.

1. Generally attendance at a one-day meeting, seminar, education course or other similar function does not require Supervisor approval, provided there is sufficient budget funds available to cover the cost of the event and/or reimbursement of expenses incurred therefore. ***(Proof of sufficient funds must be submitted at time of request.)***
2. Supervisor approval is required for a two or more day seminar, conference, educational course or similar function. ***Written request for approval must be submitted prior to an expense for travel, meals or lodging*** on the City of Rochelle Travel Request and Approval form together with a copy of the function announcement and the estimated costs of travel, meals, lodging, registration fees, date(s) and nature of the reason for travel. Sufficient budget funds must be available to cover the cost of attending the function.
3. There will be no cash advancements.
4. Any request for reimbursement of allowable expenses associated with your attendance at a function must be submitted on the City of Rochelle Employee Expense Report form to the Supervisor's office for review and approval. ***Receipts must be submitted to support the request for reimbursement.***
5. Reimbursement for meal costs shall be limited to a ***maximum*** of \$10 for breakfast, \$15 for lunch, and \$25 for dinner. For example, if lunch costs \$17 excluding tip, the employee will only be reimbursed \$15. ***Meals are not to be charged to the City's credit card.*** Meals will be reimbursed only upon return following a review by the City Finance Department of the approved receipts.
6. Reimbursement for mileage must include a printed MapQuest verification. When an individual reports directly to an approved training or meeting site, mileage shall be reimbursed the lesser of the following:
  - a. The mileage between the "official work station" and the approved reporting site ***OR***
  - b. The mileage between the "official residence" and the approved reporting site.
7. Reimbursement for tollway charges must include a receipt or a printout of the online toll calculator (***no exceptions***).

8. Air travel will be allowed at the discretion of the Supervisor. Companion tickets may not be purchased using City-issued credit cards. If an individual is accompanying you on a City approved trip, you must purchase airfare on your own credit card and then request reimbursement of the City approved portion.
9. The following expenses are considered personal and are therefore non-reimbursable:
  - a. Entertainment expenses, included but not limited to, video rentals, shows, amusements, theaters, sporting events and other items of similar nature.
  - b. Taxi fares, vehicle rental and other transportation costs to or from places of entertainment. In addition, transportation expenses between an individual's official residence and official workplace are not allowed.
  - c. Costs of personal trip insurance and medical and hospital services.
  - d. Alcoholic beverages.
  - e. Tips exceeding 15%.
10. Any City Employee, including Department Chiefs, Superintendents, Directors, Supervisors, the City Attorney, City Clerk and City Treasurer that *exceeds the maximum allowed* under the regulations adopted under Section 10 of Public Act 099-0604; or any member of the governing board of the City of Rochelle, may only be approved by roll call vote at an open meeting of the Rochelle City Council.

Prepared by:

Approved by:

\_\_\_\_\_  
 Chris Cardott                      Date  
 Finance Director

\_\_\_\_\_  
 David S. Plyman                      Date  
 City Manager

**Attachment A – City of Rochelle Travel Request and Approval Form**  
**Attachment B – City of Rochelle Employee Expense Report**

City of Rochelle  
Travel Request and Approval

*This section is to be completed by employee*

Employee: \_\_\_\_\_  
Department: \_\_\_\_\_  
Account #: \_\_\_\_\_

Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Date(s) of travel: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Estimated Expenses: (actual receipts must be turned in with check request for reimbursement)**

Tuition/Registration: \_\_\_\_\_  
Books: \_\_\_\_\_  
Lodging: \_\_\_\_\_

# of Miles: \_\_\_\_\_  
Meals: \_\_\_\_\_  
Other: \_\_\_\_\_

TOTAL EST EXP

Comments: \_\_\_\_\_

Approval: 

Yes	No
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\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Approval Signature                      Date

**ATTACHMENT A**

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## CITY OF ROCHELLE EMPLOYEE EXPENSE REPORT

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Session Name: \_\_\_\_\_  
 Session Description and Benefits of Attending: \_\_\_\_\_

<b>Dates Expenses Incurred:</b> _____						<b>ITEM TOTAL</b>
Registration amount						
Auto Miles Driven (Destination: _____)					Miles:	
IRS Allowance ( \$ 0.575 /mile)						\$ -
Parking/Tolls/Cab						
Gas						
Airfare/Bus/Rail						\$ -
Lodging						
Misc (i.e. phone)						
Meals						
	Day 1	Day 2	Day 3	Day 4	Day 5	
Breakfast		\$ -	\$ -	\$ -	\$ -	
Lunch		\$ -		\$ -	\$ -	
Dinner			\$ -	\$ -	\$ -	
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenses						
Less Cash Advance (less registration for family)						
Less Expenses Pre-Paid (including City Vehicle)						
Less Expenses Paid by City Credit Card - include all receipts						
Amount to be reimbursed to employee						
Amount to be paid to City by employee						\$0.00

*Please attach receipts.  
(Do not include non-reimbursable costs.)*

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

\_\_\_\_\_  
Department Manager Approval

Fund	Account No.	Work Order No.	Amount

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_