

# City of Rochelle

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**CATEGORY:**

**FINANCE**

**PAGE 1 OF 2**

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

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**EFFECTIVE:**

**SUPERSEDES: 1/1/2017**

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## **Policy**

It is the policy of the City of Rochelle to encourage employees and elected officials to participate in business related functions which serve the best interests of the City of Rochelle, and to reimburse employees and officials for such necessary, appropriate and approved expenses.

## **Applicability**

This policy is applicable to all full-time and part-time City of Rochelle employees and elected officials. This policy is intended to be in compliance with the requirements of the Local Government Travel Expense Control Act ("Act"), 50 ILCS 150/1 et. seq.

## **Purpose**

Expenses incurred during the course of out-of-office business (meetings, seminars, conferences, education courses, or any event that advances job knowledge) and business travel will be paid by the City of Rochelle, based upon documented, reasonable and necessary expenses. Upon Supervisor approval, reimbursement may occur for expenses such as, but not limited to, airfare, train fare, car rental, hotel accommodations, mileage, meals, parking, tolls and equipment.

Maximum expenditures are set forth in the schedules below as required by statute. Additionally, as required by the Act, any expenditures that exceed those in the schedule and all expenditures of any elected official must be approved by roll call vote in open session, preferably before, but permissibly after the expense is incurred, to be reimbursed.

## **Employee Procedures**

City of Rochelle employees are expected to exercise good judgment and common regard for economy when traveling at the City of Rochelle's expense. It is the responsibility of the employee to select travel options that are the best available value. 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. Generally, attendance at a one-day meetings, 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. Supervisor approval is required for a two or more day seminar, conference, educational course or similar function. Sufficient budget funds

must be available to cover the cost of attending the function. (Proof of sufficient funds must be submitted a time of request.) An employee should seek pre-approval from their supervisor to booking any airfare, rental vehicles or overnight stay accommodations to ensure that the planned itinerary is eligible for reimbursement according to this policy. Expense reimbursement requests must be submitted on the City of Rochelle Employee Expense Report Form no later than four (4) weeks from the date the expense was incurred

Mileage reimbursement will be periodically reviewed to ensure that it is consistent with State/National average rates of mileage reimbursement. 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: the mileage between the “official work station” and the approved reporting site or the mileage between the “official residence” and the approved reporting site. Reimbursement for tollway charges must include a receipt or a printout of the online toll calculator.

Per diem allowances will consistently reflect the Federal rate as set by the General Services Administration. Discretion for economy is expected for every expense. Maximum amounts listed are a cap on expenses; actual expenses are expected to fall below the maximum amounts whenever possible. A schedule of current maximum allowable per diem amounts for expenses is set forth below. It will be distributed and updated by the Finance Department. Only the official maximums set by resolution of the City Council as required by statute will be effective. Please direct any questions to the Finance Department.

<b>CATEGORY OF EXPENSES</b>	<b>MAXIMUMS</b>
Travel – Auto (privately owned)	\$0.565 per mile or applicable allowed IRS rate.
Travel – Auto (rental)*	100% of cost of least expensive economy rental.
Travel – Train/Taxi/Limo	100% of fare of least expensive mode of available transportation.
Travel – Airplane	100% of best economy class rate**
Travel – Tolls	100% of tolls along direct route of travel.
Travel – Parking	100% of best economy option.
Lodging	\$175.00 per night
Meals	\$50 per day overall, none to exceed the following: Breakfast: \$10.00 Lunch: \$15.00 Dinner: \$25.00

\* Only provided when City-owned vehicles are unavailable.

\*\* Only provided when less expensive ground transportation is unavailable.

The City of Rochelle will not reimburse expenses for the following: Alcoholic Beverages; Meals, travel, lodging, or any other fees for friends, family, or other non-City of Rochelle employees; Tips exceeding 15%; Expenses of a personal nature and incurred for the convenience of the employee. e.g. traveling indirect routes, upgrading a plane ticket to first class, or upgrading room accommodations; video rentals, shows, amusements, theaters, sporting events and other items of similar nature costs of personal trip insurance and medical and hospital services Parking tickets, traffic citations, or other fees that could be reasonably avoided by following applicable traffic laws; Travel or hotel change/cancellation fees that could have been reasonably avoided; \ video rentals, shows, amusements, theaters, sporting events and other items of similar nature

**Elected Officials' Policy**

All expenditures for travel, meals and lodging by elected officials be approved by roll call vote of the City Council upon a proper motion. While the Act does permit after-the-fact approvals, it is strongly recommended that officials anticipating travel, meal or lodging expense bring the matter to the City Council in advance of incurring the expense. The maximums set forth in the foregoing section on Employees' expenses are applicable to elected officials, and again, it is recommended that unnecessary expenses be minimized wherever possible.

Prepared by:

Approved by:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sue Messer  
Interim City Manager

\_\_\_\_\_  
Date

**Attachment A – City of Rochelle Travel Request and Approval Form**

**Attachment B – City of Rochelle Employee Expense Report**

**Attachment C – The Local Government Travel Expense Control Act (“Act”), 50 ILCS 150/1**

City of Rochelle  
Travel Request and Approval

*This section is to be completed by employee*

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Account #: \_\_\_\_\_

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

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

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

Tuition/Registration: \_\_\_\_\_

# of Miles: \_\_\_\_\_

Books: \_\_\_\_\_

Meals: \_\_\_\_\_

Lodging: \_\_\_\_\_

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			\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	
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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_