

**DUPAGE TOWNSHIP  
WILL COUNTY, ILLINOIS**

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**ORDINANCE  
NUMBER 19-14**

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**AN ORDINANCE  
ADOPTING A REIMBURSEMENT POLICY FOR TRAVEL EXPENSES IN  
ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL  
ACT AND FOR NECESSARY EMPLOYEE EXPENSES IN ACCORDANCE WITH THE  
WAGE PAYMENT AND COLLECTION ACT**

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**FELIX GEORGE, Supervisor  
KULSUM ALI, Clerk**

**ALYSSIA BENFORD  
MARIPAT OLIVER  
KEN BURGESS  
DENNIS RAGA  
Trustees**

**ORDINANCE NO. 19-14**

**AN ORDINANCE ADOPTING A REIMBURSEMENT POLICY FOR TRAVEL EXPENSES IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT AND FOR NECESSARY EMPLOYEE EXPENSES IN ACCORDANCE WITH THE WAGE PAYMENT AND COLLECTION ACT**

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**WHEREAS**, Public Act 099-0604 established the Local Government Travel Expense Control Act (the “Act”), which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

**WHEREAS**, the Illinois Wage Payment and Collection Act was amended by Public Act 100-1094; the Act requires employers to reimburse employees for all necessary expenditures incurred within the employee’s scope of employment and directly related to services performed for the employer. P.A. 100-1094 allows employers to establish specific guidelines surrounding necessary expenditures in a written expense reimbursement policy and to require employees to comply with the written expense reimbursement policy in order to receive reimbursement. The effective date of P.A. 100-1094 is January 1, 2019; and

**WHEREAS**, the Supervisor and Board of Trustees of DuPage Township, Illinois, find it to be in the best interest of the Township to adopt a policy in accordance with the Acts.

**NOW, THEREFORE BE IT ORDAINED**, by the Supervisor and Board of Trustees of the DuPage Township, Will County, Illinois as follows:

**Section 1.** That the above recitals and legislative findings are true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Travel Expense Reimbursement and Reimbursement of Necessary Employee Expenses Policy is hereby adopted and approved as set forth on Exhibit A.

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

**Section 4.** All ordinances and resolutions, or parts thereof, in conflict herewith are hereby repealed.

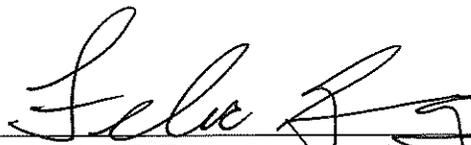
**Section 5.** This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

*(Remainder of page intentionally left blank)*

**PASSED** by the Supervisor and Board of Trustees of the DuPage Township, Will County, Illinois this 21st day of May, 2019, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Trustee Benford			✓	
Trustee Oliver	✓			
Trustee Burgess	✓			
Trustee Raga	✓			
Supervisor George	✓			
<b>TOTAL:</b>	4	0	1	0

**APPROVED** at a Regular Meeting of the Board of Trustees of the DuPage Township, on May 21, 2019.

  
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 FELIX GEORGE, Township Supervisor

ATTEST:

  
 \_\_\_\_\_  
 KULSUM ALI, Township Clerk

**EXHIBIT A**

**DuPage Township Policy Governing Reimbursement of Employee and  
Officer Travel, Meal and Lodging Expenses and Necessary Employee Expenses**

**DUPAGE TOWNSHIP POLICY GOVERNING REIMBURSEMENT OF  
EMPLOYEE & OFFICER TRAVEL, MEAL AND LODGING EXPENSES AND  
NECESSARY EMPLOYEE EXPENSES**

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**A. Purpose.**

The Board of Trustees will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of DuPage Township. The Board of Trustees will reimburse necessary expenses of employees in accordance with the Illinois Wage Payment and Collection Act.

Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**B. 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.

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

“Necessary employee expenses” means all reasonable expenditures or losses required of the employee in the discharge of employment duties that inure to the primary benefit of the Township and are authorized by the Township.

**C. Authorized Types of Official Business.**

Travel, meal and lodging expenses, and necessary employee expenses, shall be reimbursed for employees and officers of the Township only for purposes of official business conducted on behalf of the Township, which includes, but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee’s or officer’s official duties.

**D. Maximum Allowable Expenses.**

Maximum Expenses – Travel, meal, and lodging expenses, and necessary employee expenses, incurred by any employee or official must not exceed \$750.00 unless otherwise pre-approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed.

Personal Automobiles – Travelers must check to see if an agency vehicle is available before asking for approval to use their personal vehicles. Use of a personal vehicle for business must be approved prior to the use. Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence unless said distance from the employee's or officer's residence is less than the mileage from the work location office to the off-site location. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing State of Illinois mileage reimbursement rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency or provide proof of personal insurance equivalent to the rental agencies' insurance. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid- size cars are required for two or fewer employees or officers traveling together and a full- size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Tolls – The Township will reimburse an employee for incidental tolls associated with approved travel.

Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation will be made upon documentation of a paid receipt. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Township unless approved by a vote of the Board of Trustees.

Meals – Receipts must substantiate the cost of the meals. If the destination city is an area of high cost, the Supervisor may approve reasonable expenditures in excess of the established rate of \$15.00 for breakfast, \$25.00 for lunch, and \$30.00 for dinner. No payment or reimbursement may be made for personal supplies, alcoholic beverages, or

Entertainment expenses. If some meals are included in the prepaid registration fees, the employee or officer of the Township may not be reimbursed for those meals.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Reimbursement Form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by DuPage Township.

Parking – Parking fees at a hotel/motel or other venue will be reimbursed only with a receipt.

Summary of maximum reimbursable rates (subject to the \$750.00 maximum) for transportation, meals and lodging are, to wit:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	State of Illinois reimbursement rate
Rental Car	Lowest reasonable rate (“economy” or midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate
<b>Maximum Reimbursable Rates for Meals (including Taxes, Service Fees)</b>	
Breakfast	\$15.00
Lunch	\$25.00
Dinner	\$30.00
<b>Maximum Reimbursable Rates for Lodging (excluding Taxes)</b>	
DuPage, Kane, Lake, McHenry, and Will Counties	\$125.00 / Night
Chicago and Suburban Cook County	\$200.00 / Night
All other Illinois Counties	\$115.00 / Night
Outside of Illinois	As approved by the Board

Notwithstanding the foregoing, in the event of an emergency or other extraordinary circumstance, the Board may approve more than the maximum allowable expenses set forth above.

**E. Approval of Expenses.**

Travel, meal, and lodging expenses, and necessary employee expenses, that are in excess of the maximum \$750.00 incurred by any employee must be previously approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Travel, meal, and lodging expenses, and necessary employee expenses, incurred by any member of the Board of Trustees must be approved by roll call vote at an open meeting of the Board of Trustees.

Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Board of Trustees must be approved by roll call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging or for necessary employee expenses may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees on a Travel, Meal, and Lodging Expense and Necessary Employee Expense Form:

- (1) an estimate of the cost of travel, meals, or lodging or necessary employee expense if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging or the necessary employee expense if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging or necessary employee expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging or necessary employee expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging or necessary employee expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

DuPage Township hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses and necessary employee expenses the Travel, Meal, and Lodging Expense and Necessary Employee Expense Reimbursement Forms attached hereto and incorporated herein as Exhibit 1 and Exhibit 2.

**Unless an exception is approved by a majority roll call vote of the Board of Trustees, in order to receive reimbursement, Travel, Meal, and Lodging Expense and Necessary Employee Expense Reimbursement Forms must be submitted by the last day of each calendar month following the month in which the expense was in incurred or when travel ended.**

This Policy was adopted and approved on May 21, 2019 by Ordinance No. 19-14.

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

Name of Official or Employee:	
Title/Position of Official or Employee:	
Name <b>and</b> Date of the Activity/Event/Expense:	
Check Number: (if applicable)	
Credit Card Receipt Number (if applicable):	
Description of the purpose of the expense:	
<b>Reimbursement Expense</b> <b>(estimated costs or actual costs with receipts, if applicable)</b>	
Mileage:	
Meals:	
Parking:	
Hotel/Lodging:	
Car:	
Airfare:	
Other Transportation: (bus, train, taxi, shuttle, etc.)	
Description of Necessary Employee Expense:	
Employee's/Officer's Signature <b>and</b> Date:	
<b>APPROVED:</b>	
Township Authorization <b>and</b> Date:	

*Exhibit 1*

**NECESSARY EMPLOYEE EXPENSE (NON-TRAVEL)**  
**REIMBURSEMENT FORM**

Name of Official or Employee:	
Title/Position of Official or Employee:	
Name <b>and</b> Date of the Activity/Event/Expense:	
Check Number: (if applicable)	
Credit Card Receipt Number (if applicable):	
Description of the purpose of the expense:	
<b>Reimbursement Expense</b> (estimated costs or actual costs with receipts, if applicable)	
<b><u>Description of Necessary Employee Expense</u></b>	<b><u>Cost</u></b>
Employee's/Officer's Signature <b>and</b> Date:	
<b>APPROVED:</b>	
Township Authorization <b>and</b> Date:	

*Exhibit 2*