

Ordinance 1424-16
Travel Expense Control Policy

WHEREAS, Illinois Gov. Bruce Rauner has signed House Bill 4379 into law on July 22, 2016 requiring local public agencies to regulate reimbursements for travel, meals and lodging; and is now known as The Local Government Travel Expense Control Act (P.A. 99-604); and

WHEREAS, the new law bars reimbursements for entertainment and sets restrictions on amounts for qualified expenses and that all reimbursements must be documented and open to public review; and

WHEREAS, in light of the new law it has become necessary of the City of Auburn to establish a policy for the City to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties; and

WHEREAS, the Mayor and the City Council of the City of Auburn, Illinois, after due deliberation believe it to be in the best interests of the citizens of the City of Auburn to amend the Auburn Code of Ordinances and update certain provisions of Chapter 2, Administration, Article IV, adding Division 5, establishing a policy on reimbursement for travel expenses;

NOW, THEREFORE, BE IT ORDERED AND ORDAINED by the Mayor and the City Council of the City of Auburn, Illinois, that the Code of Ordinances – Chapter 2, Administration, Article VI, be amended to add Division 5. Travel Expense Control Policy, as set forth below:

Chapter 2
ARTICLE IV. OFFICERS AND EMPLOYEES
DIVISION 5
TRAVEL EXPENSE CONTROL POLICY

Sec. 2-115. Purpose of This Policy.

The City of Auburn recognizes that expenses may be incurred by city employees and officers in the exercise of their duties. It is the policy of the City of Auburn, Illinois to reimburse employees and officers for reasonable authorized expenses incurred by them in the performance of their duties. Reasonable authorized expenses will be reimbursed to the officer or city employee utilizing the policy set forth below.

Sec. 2-116. Transportation.

All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance. Employees and Officers will be reimbursed for:

1. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the most recently published IRS Standard Mileage Rates for Business at the time the expense was incurred.

- a. Employees using private vehicles on official business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to that authorization the Department Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require that certification to be noted on the travel voucher.
 - b. Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away shall be allowed.
2. Air travel at the coach or single class commercial airline rate. Copies of airline tickets must be attached to the expense voucher.
 3. Rail or bus travel at actual cost. Rail or bus travel cost may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense voucher to substantiate amounts.
 4. Automobile rental costs when a vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher. The receipt for the rental costs must be attached to the expense voucher.
 5. Taxis, airport limousines, or other local transportation costs. All receipts must be attached to the expense voucher.
 6. The maximum allowable reimbursement for use of a privately owned automobile for municipal employees and officers will be the mileage rate determined by the most recently published IRS Standard Mileage Rate for Business at the time the expense was incurred.

Sec. 2-117. Hotel/Motel Charges.

It is the responsibility of each employee or officer to request the lowest available lodging rate at the time of making reservations. A single room rate will be reimbursed. All employees and council members must pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher. All receipts for accommodations must be attached to the expense voucher.

Lodging – Within the State of Illinois

Category	Rate
Chicago Metro	\$145.00
Suburban Cook County	\$132.00
Counties of DuPage, Kane, Lake, McHenry & Will	\$80.00

Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell & Winnebago	\$70.00
Downstate others – all other counties	\$60.00

Lodging – Outside the State of Illinois

Category	Rate
New York City (includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties)	\$140.00
All other out-of-state locations	\$90.00

The maximum allowable reimbursement shall not exceed the maximum amount for the destination locality as published in the rates above.

Sec. 2-118. Meal Charges.

The following has been allocated for meals.

Per Diem/Meals – Within the State of Illinois

Category	Rate
Breakfast	\$5.50
Lunch	\$5.50
Dinner	\$17.00
Per Diem – Quarter	\$7.00
Per Diem – Day	\$28.00

Per Diem/Meals – Outside the State of Illinois

Category	Rate
Breakfast	\$6.50
Lunch	\$6.50
Dinner	\$19.00
Per Diem – Quarter	\$8.00
Per Diem – Day	\$32.00

The maximum allowable reimbursement shall not exceed the maximum amount for the destination locality as published in the rates above.

Sec. 2-119. Seminars/Conferences.

The City will cover necessary registration fees and travel expenses provided the expenses are included in the annual budget. As seminars do generally do not require overnight accommodations, the cost of registration, any meals not provided and travel expenses will be covered, but overnight accommodations typically will not. Prior to attending a seminar, a request for approval must be made.

Sec. 2-120. Miscellaneous Expenses.

Employees and council members may seek reimbursement for their expenses incurred while attending a meeting or sponsored event by fully describing the expense on the expense voucher and attaching receipts. Said expense must be presented to the City Council in an open meeting and approved by a majority vote.

In cases of expenses not preapproved due to the schedule of council meetings, all necessary expenses must be supported by receipts and shall be submitted for approval at the next regularly scheduled council meeting.

Reimbursement shall not be allowed for incidentals not reasonable and necessary to the meeting, conference or sponsored event.

Examples of non-reimbursable expenses are:

- 1) Alcoholic Beverages;
- 2) Coat Check;
- 3) Entertainment;
- 4) Late check-out and room guarantee charges;
- 5) Meals for other individuals accompanying the employee of officer on trip;
- 6) Parking tickets or other traffic tickets;
- 7) Tips incurred beyond those specifically provided in policy.

Sec. 2-121. Entertainment Expenses expressly prohibited.

Reimbursement of entertainment expenses is expressly prohibited. Entertainment is defined as shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

Sec. 2-122. Approval of Travel Expenses.

The following travel expenses must be approved by roll-call vote during an open meeting of the city council:

1. The travel expenses of any officer or employee that exceed the maximum amount allowed under the regulation adopted by the City.
2. The travel expenses of any member of the council or corporate authority.

Sec. 1-123. Reimbursement Procedures

To qualify for reimbursement, the employee or official must complete and submit the standard form and provide documentation of the expenses, including at least the following:

1. If the travel expenses have not yet been incurred, an estimate of the travel expenses.
2. If the travel expenses already have been incurred, receipts showing the costs of the travel expenses.
3. The name of the individual requesting reimbursement.
4. The job title or office of the individual requesting reimbursement.
5. The date or dates on which the travel expenses will be or were expended.
6. The nature of the official business for which the travel expenses will be or were expended.

The attached standard form shall be used in submitting such expenses.

Sec. 124-125 Reserved.


The Ordinances or parts of Ordinances, in conflict with the provisions of this Ordinance are hereby repealed to the extent of any such conflict.

The provisions of this ordinance shall be severable. If any phrase, clause, sentence or provision of these regulations shall for any reason be held invalid or unconstitutional, the validity of the remainder of these regulations shall not be affected thereby.

This Ordinance shall be in full force and effect in accordance with the provisions set forth in Section 2-48(b) of the Code.

Passed this 3rd day of January, 2017.

Ayes: 6
Nays: 0
Absent: 2



Mayor of the City of Auburn, Illinois

Attest: 

City Clerk