

ORDINANCE NO. O-16-4

**MILTON TOWNSHIP
AN ORDINANCE REGULATING THE REIMBURSEMENT OF ALL TRAVEL, MEAL,
AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES**

This Ordinance is hereby adopted by the Milton Township Board of Trustees, DuPage County, Illinois, this 13th day of December, 2016, for the uses and purposes set forth herein:

WHEREAS, the Illinois General Assembly has enacted the Local Government Travel Expense Control Act (Public Act 99-604), effective January 1, 2017; and

WHEREAS, the Act requires all local public agencies adopt ordinances or resolutions regulating the reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, notwithstanding that Milton Township had already established procedures regulating expense reimbursement, it is the apparent intention of the legislature to require such regulation to be in the form of a resolution or ordinance establishing certain uniform requirements; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF MILTON TOWNSHIP, AS FOLLOWS:

ARTICLE 1

Definitions

Section 1-1. For purposes of this ordinance, the following terms shall be given these 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: any expenditure directly incident to official travel by employees and officers of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Official Business For Which Expenses May Be Reimbursed:

- A. The cost of any training conference, meeting, class, seminar, educational gathering, or testing directly, incidentally or consequentially benefitting the Township or enhancing the qualifications and expertise of officers, employees or volunteers.
- B. Travel to any site or location where the events specified in "A" are held.
- C. Travel to any site or location required of an employee by an officer or supervisor in order to perform their duties as an employee.

ARTICLE 2

Maximum Allowable Reimbursement for Expenses

Section 2-1. Travel Expense: the maximum allowable reimbursement for travel expense shall be the optional standard mileage rates as determined annually by the Internal Revenue Service.

Section 2-2. Lodging Expense: the maximum allowable reimbursement for lodging

Expense shall be \$150.00 per night, **or the established conference rate, whichever is greater.**

Section 2-3. Meals Expense: the maximum allowable reimbursement for meals expense shall be \$100.00 per day.

Section 2-4. Entertainment Expense: expenses for entertainment shall not be reimbursed under any circumstances.

ARTICLE 3

Required Documentation

Section 3-1. Milton Township shall provide to all officers, employees and volunteers a standardized form for submission of travel, meal and lodging expenses, which form shall be revised from time to time and shall be submitted for reimbursement accompanied by the following minimum documentation. Said form shall contain the name of the individual requesting reimbursement, their office or job title, and the dates and nature of the official business.

Section 3-2. Milton Township shall require a receipt for reimbursable costs if the expense has already been incurred, otherwise an estimate of the cost if expenses have not yet been incurred.

ARTICLE 4

Approval of Expenses

Section 4-1. Any expense reimbursement which exceeds the maximum allowed under Article 2, above, or any expense reimbursement for members of the Board of Trustees may only be approved by a roll call vote at an open meeting of the Board.

Section 4-2. For any expense reimbursement approval as provided in Section 4.1, above, it shall be sufficient for the Board to approve said reimbursement together with the regular approval of claims so long as said approval of regular claims is by roll call vote.

ARTICLE 5

Effective Date

Section 4-1. This Ordinance shall be effective January 1, 2017.

PASSED this 8th day of November, 2016, by the Milton Township Board.



O. Chris Heidorn, Supervisor
Chairman of the Milton Township Board

ATTEST:



Gail P. Hinkle, Town Clerk
Milton Township
(SEAL)