

MILTON TOWNSHIP BOARD

Resolution No. R-11-3 Amended

A Resolution of the Township of Milton, County of DuPage, Illinois

Regarding Mileage and Expense Reimbursement

WHEREAS, Officials and employees of Milton Township, other than the Assessor, Highway Commissioner and their respective employees, in the course of their duties, may incur expenses for mileage and out of pocket expenses for attendance at educational or other functions, including expenses for meals, lodging, office and sundry supplies; and

WHEREAS, the Township Board has the authority to approve or disapprove such expenditures and reimburse the Official or employee, other than the Assessor, Highway Commissioner and their respective employees, for said expenses and,

WHEREAS, heretofore, the Board has not officially expressed any specific or standardized requirements for the approval and reimbursement of said expenses; and

WHEREAS, it is in the best interests of the Township that the Board do so

NOW THEREFORE, BE IT RESOLVED BY THE MILTON TOWNSHIP BOARD duly assembled at a Regular Board Meeting that the following minimum requirements be met before the Board will approve such expenses and the reimbursement thereof for Officials and employees other than the Assessor, Highway Commissioner and their respective employees:

1. **Mileage Expense Reimbursement:** The Board will accept as reasonable and appropriate the mileage reimbursement rate established annually by the United States Treasury, Internal Revenue Service. In order to be approved by the Board, a claim for mileage reimbursement shall be presented to the Board for approval and payment within a reasonable time after such expense is incurred, but in no event more than 60 days thereafter. Such claim shall minimally contain the date of travel, point of origin, destination, purpose of travel and total miles for said travel. Such claim may be in the form attached as exhibit "A."
2. **Out of Pocket Expenses Reimbursement:** In order to be approved by the Board, a claim for out of pocket expense reimbursement shall be presented to the Board for approval and payment within a reasonable time after such expense is incurred, but in no event more than 60 days thereafter. Such claim shall minimally contain the date of the expense, the vendor or recipient of the payment, and the Township business purpose for the expense and the appropriate budget line item number. The claim must be accompanied by receipts or statements substantiating the expense (copies are acceptable).

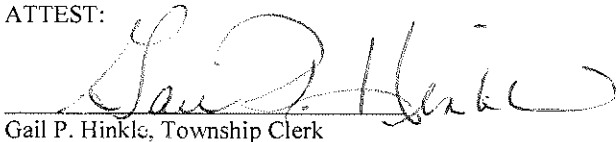
Claims for reimbursement that do not meet these minimum requirements will not be approved for payment and will be returned to the claimant who may revise and resubmit the claim once, the following month.

ADOPTED this 5th day of April, 2011, amended July 12, 2011, by the Milton Township Board, DuPage County, Illinois.



O. Chris Heidorn, Chairman
Milton Township Board

ATTEST:


Gail P. Hinkle, Township Clerk

(SEAL)