

Ordinance #O.16.22

An Ordinance **ESTABLISHING A TRAVEL REIMBURSEMENT POLICY IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT (PUBLIC ACT 099-0604).**

Adopted by the City Council of the City of Galena this 12<sup>th</sup> Day of December 2016.

Published in pamphlet form by authority of the City Council of the City of Galena, Jo Daviess County, Illinois, this 12<sup>th</sup> Day of December 2016.

STATE OF ILLINOIS            )  
  )       City of Galena  
COUNTY OF JO DAVIESS )

CERTIFICATE

I, Mary Beth Hyde, certify that I am the duly elected municipal clerk of the City of Galena, JoDaviess County, Illinois.

I further certify that on the 12<sup>th</sup> Day of December 2016, the Corporate Authorities of said municipality passed and approved Ordinance No. O.16.22 entitled **AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT (PUBLIC ACT 099-0604)**, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. O.16.22 including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing the 13<sup>th</sup> Day of December 2016 and commencing for at least ten (10) days thereafter.

Dated at Galena, Illinois, this 13<sup>th</sup> Day of December 2016.

  
Mary Beth Hyde  
City Clerk

(Seal)

**ORDINANCE NO. O.16.22**

**AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY  
IN ACCORDANCE WITH  
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT  
(PUBLIC ACT 099-0604)**

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**WHEREAS**, the City of Galena is a non-home rule unit of local government; and

**WHEREAS**, Public Act 099-0604 established the Local Government Travel Expense Control 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 City Council of the City of Galena find it to be in the best interest of the City to adopt such a policy.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Galena, Jo Daviess County, Illinois, as follows:

**SECTION 1:** The above recitals are incorporated into and made part of this Ordinance.

**SECTION 2:** The City Council of the City of Galena repeals 2.13 of the Employee Handbook.

**SECTION 3:** The City Council of the City of Galena adopts the “Reimbursement of Travel, Meal and Lodging Expenses Policy” attached as Exhibit A.

**SECTION 4:** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**SECTION 5:** This Ordinance is effective beginning January 1, 2017.

Ayes: Lincoln, Westemeier, Bernstein, Fach, Hahn, Kieffer, Renner


Nays: None

Absent: None

Abstain: None

Adopted this 12<sup>th</sup> day of December, 2016.

  
Terry Renner, Mayor

  
Mary Beth Hyde, City Clerk

## **Exhibit A**

### **1. Policy Governing Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses**

#### **A. Purpose.**

The City Council of the City of Galena 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 the City. 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 the City or by wards or charges of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

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

Travel, meal and lodging expenses shall be reimbursed for employees and officers of City only for purposes of official business conducted on behalf of the City, 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. If you are unsure whether an expense is reimbursable, please contact the City Administrator to discuss the proposed travel.

Employees and officers may be authorized to attend professional conferences and meetings on work related topics. Employees shall submit requests for conference or meeting attendance to the City Administrator for approval. Approval for conferences is subject to budgetary constraints and the City Administrator's discretion. The City Administrator may pre-approve expenses for conferences and travel by including them in the annual budget.

**D. Categories of Expenses.**

- 1. Airfare** – Air travel must be pre-approved by the City Administrator. 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. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
- 2. Personal Automobiles** –Travelers shall use City vehicles for travel unless the use of a personal vehicle is pre-approved by the City Administrator. Mileage reimbursement for personal vehicles 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. 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. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage 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.

3. **Automobile Rentals** – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. 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.
4. **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 shall be the cost of the public transportation plus any mileage in accordance with this policy.
5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned City business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. 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 City unless approved by a vote of the City Council.
7. **Meals**—Meal expenses and reimbursements are limited to the current U.S. General Services Administration (GSA) per diem rate for the location of travel at the time the expense is incurred. Receipts shall be submitted to substantiate all expenses within 14 days after expenses are incurred. Any amount of the per diem allowance which was not spent by the traveler shall be returned to the City at the time receipts are submitted. Meals provided by a conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that are not part of an overnight stay will be reimbursed at the actual cost not to exceed the GSA meal rate. If not already applied by the establishment, gratuity must be calculated on the amount of the bill before sales tax. The maximum reimbursement for gratuities is 20%. Alcoholic beverages are not reimbursable under any circumstances.

8. **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 Report form and paid by the traveler.
9. **Accompanied Travel** – Family members may accompany the traveler when traveling on official City business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the City for lodging, meals, and transportation.
10. **Parking** – Parking fees at a hotel/motel or incidental to other travel will be reimbursed only with a receipt.
11. **Entertainment Expenses** - No employee or officer of the City shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**E. Approval of Expenses.**

1. **Expenses for Members of the City Council, Officials or Employees.** Travel, meal, and lodging expenses to be reimbursed to any member of the City Council or any official or employee must be approved by roll-call vote at an open meeting of the City Council as part of the warrant approval process. Travel, meal and lodging expenses which are included in the annual budget and which are paid in advanced as a per diem allowance are also subject to this requirement at the next available council meeting. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy. Any excess from the per diem allowance must be repaid as provided in this policy.
2. **Other Expenses.** All other expenses that do not fall within paragraphs E.1 and E.2 are subject to the City Council's approval.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the City Clerk on a Travel, Meal, and Lodging Expense Reimbursement Form:

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

**G. Travel, Meal, and Lodging Expense Reimbursement Form.**

The City hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Reimbursement Form attached hereto and incorporated herein as Attachment 1.

**H. Maximum Reimbursement.**

The maximum total amount the City will reimburse a traveler for a single trip is \$2,000.00. The maximum amount may be increased because of emergency or other extraordinary circumstances when approved by the City Council at a roll call vote at a meeting.

[END]





## Travel, Meal and Lodging Expense Reimbursement Form

Name \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Department \_\_\_\_\_  
 Per Mile Reimbursement \$0.55  
 Total Reimbursement Due \$0.00

Date Submitted \_\_\_\_\_  
 Expense \_\_\_\_\_  
 Submitted By (Signature) \_\_\_\_\_  
 Authorized By (Signature) \_\_\_\_\_

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car, Taxi)	Meals & Tips	Conferences, Seminars, Training	Miles (Personal Car Only)	Mileage Reimbursement	Miscellaneous	U.S. \$	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
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								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
								\$0.00		\$0.00	
<b>Total Mileage Reimbursement:</b>									<b>\$0.00</b>	<b>Total Reimbursement:</b>	<b>\$0.00</b>

All Receipts Must be Attached

See Reverse Page for Detailed Travel Reimbursement Schedule Rules

## Travel Reimbursement Schedule

**Airfare** Air travel must be pre-approved by the City Administrator. 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. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

**Lodging** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned City business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. 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 City unless approved by a vote of the City Council.

**Ground Transportation:** Travelers shall use City vehicles for travel unless the use of a personal vehicle is pre-approved by the City Administrator. Mileage reimbursement for personal vehicles 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. 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. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage 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.

**Ground Transportation:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. 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.

**Ground Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged. 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 shall be the cost of the public transportation plus any mileage in accordance with this policy.

**Meals and Tips** Meal expenses and reimbursements are limited to the current U.S. General Services Administration (GSA) per diem rate for the location of travel at the time the expense is incurred. Receipts shall be submitted to substantiate all expenses within 14 days after expenses are incurred. Any amount of the per diem allowance which was not spent by the traveler shall be returned to the City at the time receipts are submitted. Meals provided by a conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that are not part of an overnight stay will be reimbursed at the actual cost not to exceed the GSA meal rate. If not already applied by the establishment, gratuity must be calculated on the amount of the bill before sales tax. The maximum reimbursement for gratuities is 20%. Alcoholic beverages are not reimbursable under any circumstances.

**Conferences and Seminars** The actual cost of registration, including any ancillary and optional sessions or events.

**Mileage** An employee or officer will be reimbursed at the prevailing IRS mileage rate.

**Miscellaneous** Family members may accompany the traveler when traveling on official City business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the City for lodging, meals, and transportation. Parking fees at a hotel/motel or incidental to other travel will be reimbursed only with a receipt. No employee or officer of the City shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.