

ORDINANCE 2016-05

TRAVEL, MEAL AND LODGING EXPENSES

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses;

NOW THEREFORE, be it ordained by the Board of Trustees of Wheeling Township as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place or 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 officials or employees of the Township involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. The Township shall reimburse permitted expenses as set forth on Exhibit A to this Ordinance.

Section 4. All travel, meal or lodging expenses incurred by a Township employee or official shall be submitted with receipts on the attached Wheeling Township Expense Voucher, Exhibit B. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 et seq.).

Section 5. Expenses for travel, meals, and lodging of (1) any official or employee that exceeds the maximum allowed under the regulations adopted under Section 3 of this Ordinance or (2) any member of the Board of Trustees of Wheeling Township, may only approve by roll call vote at an open meeting of Wheeling Township. However, in the event of an emergency or other extraordinary circumstances, the Board of Trustees may approve more than the maximum allowable expenses set forth above.

Section 6. The Township may not reimburse any official or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

Section 7. Any policy, resolution or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 8. This ordinance shall be in full force and effect on March 2, 2017.

Passed this 23rd day of August, 2016.

AYES: 5

NAYS: 0

ABSENT: 0

Approved this 27th day of September, 2016.

Kathleen M. Penner
Wheeling Township Supervisor

ATTEST:

Anna M. Berry
Wheeling Township Clerk

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation

Travel outside the State of Illinois is not permitted unless authorized by a vote of the Wheeling Township Board

Auto - \$0.54 per mile or IRS standard rate

Rental Car – Lowest reasonable rate for midsize

Rail or Bus – lowest reasonable rate

Taxi, Shuttle, Rideshare or Public Transportation – actual reasonable rate

Maximum Reimbursable Rates for Meals

not to exceed \$100 per day

or

Breakfast - \$25.00

Lunch - \$25.00

Dinner - \$50.00

Maximum Reimbursable Rates for Lodging

Reimbursement for lodging is only authorized if location of Board approved training/meeting is more than 100 one-way miles from the Wheeling Township Community Center

All Illinois Counties – not to exceed \$150.00 per night, including taxes

EXHIBIT B

WHEELING TOWNSHIP EXPENSE VOUCHER

NAME and Job Title

MILEAGE

DATE	TO	FROM	# MILES	PURPOSE

TOTAL MILES: _____ X \$0.54 \$ _____

MEALS

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL MEALS: \$ _____

TRANSPORTATION

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL TRANSPORTATION: \$ _____

LODGING

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL LODGING: \$ _____

OTHER

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL OTHER: \$ _____

TOTAL REIMBURSEMENT

RECEIPTS MUST BE ATTACHED
All information is true and correct.

SIGNATURE: _____