

## VILLAGE OF MAPLETON

Ordinance No. 2017-0110-01

### AN ORDINANCE ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES IN THE VILLAGE OF MAPLETON, ILLINOIS

WHEREAS, the Village of Mapleton, Peoria County, Illinois is a non-home rule unit of local government pursuant to Article VII, Section 8 of the 1970 Illinois Constitution;

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies, including Villages, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees from and after the effective date of January 1, 2017; and

WHEREAS, the President and Board of Trustees have determined that it must comply with the Act by passage of this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAPLETON, PEORIA COUNTY, ILLINOIS, THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:

#### **SECTION I: Definitions.**

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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 Village or by wards or charges of the Village involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

#### **SECTION II: Official Business for which Expenses May Be Reimbursed.**

(1) Subject to Section V and approval of the Village Trustees, an official of the Village shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:

- a. Education conferences related to the duties of the officer of the Village;
- b. Site visits to current or potential vendors of the Village;
- c. \_\_\_\_\_;

(2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:

- a. Education conferences related to the duties of the employee of the Village;
- b. Site visits to current or potential vendors of the Village;
- c. \_\_\_\_\_.

### **SECTION III: Maximum Allowable Reimbursement for Expenses.**

(1) Subject to Section V and approval of the Village Trustees, unless otherwise accepted herein, the maximum allowable reimbursement for an employee or officer of the Village shall be those rates set by the Reimbursement Schedule of the Governor's Travel Control Board in effect at the time the expense was incurred.

(2) The following exceptions shall not be controlled by Section III (1) and shall be limited as indicated:

- a. \_\_\_\_\_
- b. \_\_\_\_\_

### **SECTION IV: Approval of Expenses.**

The President and Board of Trustees must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board of Trustees:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board of Trustees of the Village.

### **SECTION V: Documentation of Expenses.**

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Sections III and IV, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the Board of Trustees:

- (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 in 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, 5 ILCS 140/1

**SECTION VI: Entertainment Expenses.**

No employee or officer of the Village shall be reimbursed by the Village for any entertainment expense.

**SECTION XII: Effective Date.**

This Ordinance shall be in full force and effect from and after its passage.

Passed by the President and Board of Trustees this 10 day of January, 2017.

AYES: 5

NAYS: 0

PRESENT: 5

ABSTAIN/ABSENT: 1

Carolyn Kelly  
Carolyn Kelly, Village Clerk

Passed and Approved this 10 day of January, 2017.

Aaron Stone  
Aaron Stone, Village President

ATTEST:

Carolyn Kelly  
Carolyn Kelly, Village Clerk



Illinois Department of Central Management Services

**CMS**

Travel Reimbursement Schedule

The following rates are effective for Agencies under the jurisdiction of the Board.

**Mileage**

**Category/Rate**

Auto - \$0.54/mile (effective January 1, 2016) (see section 3000.300(f)(2) of the Travel Regulation Council Rules)

**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

**Lodging – Within the State of Illinois**

**Category/Rate**

Chicago Metro – Federal Rate

Suburban Cook County - \$190.00

Counties of DuPage, Kane, Lake, McHenry and Will - \$160.00

Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago - \$135.00

Downstate Illinois – All other counties - \$135.00



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**CMS** (/cms/Pages/default.aspx) **Employee Services** (/cms/Employees/Pages/default.aspx) **Travel Guide**

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### Per Diem/Meals – Within the State of Illinois

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Per Diem – Day	\$28.00

### Per Diem/Meals – Outside the State of Illinois

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

### Lodging – Within the State of Illinois

Category	Rate
Chicago Metro	Federal Rate * (/cms/Employees/travel/Pages/TravelReimbursement.aspx#foot1)
Suburban Cook County	\$132.00
Counties of DuPage, Kane, Lake, McHenry and Will	\$80.00
Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$70.00
Downstate Illinois – All other counties	\$60.00

### Lodging – Outside the State of Illinois

Category	Rate
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District of Columbia (includes the cities of Alexandria, Falls Church, and Fairfax, the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)	(See Section 3000.400(b) of the Travel Regulation Council Rules and Travel Update 07-03 for Clarification) * <a href="/cms/Employees/travel/Pages/TravelReimbursement.aspx#foot1">/cms/Employees/travel/Pages/TravelReimbursement.aspx#foot1</a>
New York City (includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties)	\$110.00
All other out-of-state locations	\$90.00
Out-of-Country	Actual Reasonable

\* The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Suburban Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$132.00 or less for Fiscal Year 2017. Hotels in the Chicago Metro area will utilize the Federal General Services Administration rate which fluctuates. When making reservations in the Chicago Metro Area Employees should always attempt to obtain a room at or below the rate listed for the time period at [www.gsa.gov](http://www.gsa.gov) (<http://www.gsa.gov>).

#### EMPLOYEE SERVICES

(/CMS/EMPLOYEES/PAGES/DEFAULT.ASPX)

##### Benefits

(/cms/Employees/benefits/Pages/Default.aspx)

##### Education

(/cms/Employees/Education/Pages/default.aspx)

##### IT Help Desk

(<http://www.qa.illinois.gov/BCCS/support/Pages/Contact-Us.aspx>)

##### Personnel

(/cms/Employees/Personnel/Pages/default.aspx)

##### Travel Guide

(/cms/Employees/travel/Pages/default.aspx)

#### Events Calendar (/cms/events)

Event Request Form (/cms/events/Documents/CMS\_Event\_Request\_Form.pdf)

Privacy Statement (/cms/Pages/Privacy.aspx) Kids Privacy (/Pages/kids-privacy.aspx)

Web Accessibility (<http://www.dhs.state.il.us/page.aspx?item=32765>) Agency Webmaster (<mailto:cms.webmaster@illinois.gov>)

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