

ORDINANCE NO. 2019-05-09- 02

VILLAGE OF MAPLETON, ILLINOIS

ORDINANCE ADOPTING AN EXPENSE REIMBURSEMENT POLICY

WHEREAS, the Illinois General Assembly enacted Public Act 100-1094, adding a new section titled Reimbursement of Employee Expenses to the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), which became effective on January 1, 2019;

WHEREAS, pursuant to the Act, all employers are required to reimburse employees for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer;

WHEREAS, all prior existing expense reimbursement policies of the Village of Mapleton shall be superseded by the Expense Reimbursement Policy adopted by this Ordinance;

WHEREAS, Section 2-23 of the Village Code, Travel, Meal and Lodging Expense Reimbursement for officers and employees, shall guide the reimbursement for travel, meals and lodging expenses by any municipal official or employee; and

WHEREAS, should any section or provision of this Ordinance or the adopted Expense Reimbursement Policy be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Expense Reimbursement Policy as a whole or any part thereof, other than the part so declared to be invalid.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE VILLAGE BOARD OF THE VILLAGE OF MAPLETON, PEORIA COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The Expense Reimbursement Policy attached hereto and made a part hereof is hereby adopted. All other prior existing expense reimbursement policies of the Village of Mapleton are hereby rescinded.

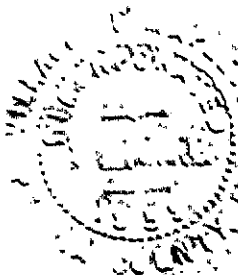
Section 2. This Ordinance shall be in full force and effect as of the date of its passage and publication as provided by law.

PASSED AND APPROVED THIS 9th DAY OF May 2019.

Ayes: 6

Nays: 0

Absent: 0



VILLAGE OF MAPLETON, ILLINOIS

By: Carl Anthony Bishop
Carl Anthony Bishop, Mayor

Attest:

Patricia S. Briggs
Patricia S. Briggs, Village Clerk

VILLAGE OF MAPLETON
EXPENSE REIMBURSEMENT POLICY

It is a policy of the Village of Mapleton (the "Village") to reimburse employees for all Necessary expenditures (as defined below) incurred by the employee within the employee's scope of employment and directly related to services performed for the Village. The Village is not responsible for losses due to an employee's own negligence, losses due to normal wear or losses due to theft unless the theft was a result of the Village's negligence.

This policy was drafted using the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), effective January 1, 2019.

I. DEFINITIONS

"Employee" means an employee, officer or official of the Village.

Municipal officers and officials may be subject to additional conditions or restrictions for reimbursement of expenses related to their specific offices and other state statutes or local ordinances.

"Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village, subject to the provisions of this Policy.

11. GUIDELINES FOR NECESSARY EXPENDITURES

Necessary expenditures include, to the extent required of the employee: cell phone expenses, lap top, tablet, mileage, tools, equipment, Internet, meals, registration fees, training expenses, tolls and parking fees.

Necessary expenditures do not include: home Internet service, personal cell phone expenses, mileage incurred on personal vehicles, alcoholic beverages and entertainment expenses.

Any expenditure that is not requested and approved prior to purchase shall not be considered a Necessary expenditure and may not be reimbursed.

Reimbursement of travel, meal or lodging expenses incurred by an employee is guided by Section 2-23 of the Village Code, Travel, Meal and Lodging Expense Reimbursement for officers and employees, adopted pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.).

III. PRE-APPROVAL FOR AUTHORIZED EXPENDITURES

An employee shall submit a written request to purchase any Necessary expenditure at least three business days in advance of incurring the expense on the "Expense Reimbursement Form" (attached). Following approval of the expense, the employee will be reimbursed as provided in the following section. If the expense is not approved following a written request, the employee will not be entitled to reimbursement.

In the event that an expense is not pre-approved, reimbursement will be subject to the discretion of the appropriate Village officer.

IV. REIMBURSEMENT PROCEDURE FOR AUTHORIZED EXPENDITURES

An employee shall submit an "Expense Reimbursement Form" (attached) along with appropriate supporting documentation not later than 30 calendar days after incurring the expense. Where supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding any such receipts.

An employee may not be entitled to reimbursement if the employee has failed to comply with this Expense Reimbursement Policy.

V. CONFLICT WITH LAWS

In the event of any conflict between the provisions of this policy and the provisions of any state or federal law, the provisions of state or federal law shall control.

EXPENSE REIMBURSEMENT FORM

At least three business days in advance of incurring an expense for an authorized expenditure, the following minimum documentation must be submitted, in writing, to the Village of Mapleton:

Name of Employee: _____

Title: _____

Description of Expense:

Expected Date of Expenditure: _____

Estimated Expense Amount: _____

VILLAGE APPROVAL

Approval Signature: _____

Date of Approval: _____

Within 30 calendar days after incurring the expense, and following approval, the employee shall submit appropriate supporting documentation (i.e., receipt). Where supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding any such receipts.

Actual Expense Amount: _____

Employee Signature _____

Date: _____