

RESOLUTION NO. 100

**RESOLUTION REGULATING THE REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES OF THE BELLWOOD PUBLIC LIBRARY, BELLWOOD, COOK COUNTY, ILLINOIS**

**WHEREAS**, the Bellwood Public Library is a unit of local government, duly organized and acting pursuant to the powers as authorized in the Illinois Local Library Act, 75 ILCS 5/1-0.01, *et. seq* (the "Library"); and

**WHEREAS**, the Local Government Travel Expense Control Act was approved by Public Act 099-0604 (the "Act"), effective on January 1, 2017;

**WHEREAS**, the Act mandates that all local public agencies in Illinois enact an ordinance or resolution regulating the reimbursement of travel, meal and lodging expenses, of employees, officers or governing Board members of said public agencies, including, but not limited to, the types of official business for which travel, meal, and lodging expenses are allowed, to establish the maximum allowable reimbursement for travel, meal, and lodging expenses and to create a standardized form for submission of travel, meal and lodging expenses supported by the minimum documentation required under the Act as a response to local government officials improperly passing on private entertainment expenses to the taxpayers; and

**WHEREAS**, the Act defines a "local Public Agency" as "a school district, community college district, or unit of local government other than a home rule unit"; and

**WHEREAS**, the Library is a unit of local government that is committed to being fiscally responsible with taxpayer dollars and following the mandates of state laws;

**WHEREAS**, the Library Board of Trustees for the Bellwood Public Library finds it to be in the best interests of the Library to adopt a policy in compliance with the Act.

**NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND THE BOARD OF LIBRARY TRUSTEES OF THE BELLWOOD PUBLIC LIBRARY, COOK COUNTY, ILLINOIS**, as follows:

**SECTION 1: Recitals.** The recitals set forth above are incorporated into, and made a part of, this Resolution as the findings of the President and Board of Library Trustees of the Bellwood Public Library.

**SECTION 2: Adoption of Amended Travel Expense Reimbursement Policy.** The Board of Library Trustees shall, and does hereby, approve and adopt the following Travel Expense Reimbursement Policy attached hereto as **EXHIBIT A**, and which shall be added to the Library's policies.

**SECTION 3. Severability.** If any section, paragraph, clause or provision of this Resolution or attached policy shall be held invalid by a court of competent jurisdiction, all parts that are severable from the invalid part or parts shall remain in full force and effect.

**SECTION 4: Effective Date.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED** by the Board of Library Trustees of the Bellwood Public Library, Cook

County, Illinois this 10<sup>th</sup> day of OCTOBER, 2017, by the following roll call vote:

AYES: CLARK-SMITH, GILES, RIALES, WARD, HORTON, CLEMENTS

NAYES: 0

ABSTAIN: 0

ABSENT: ENGLISH

**BELLWOOD PUBLIC LIBRARY:**

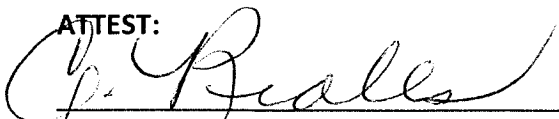


**Dorothy Clark-Smith, President,**

Board of Library Trustees, Bellwood Public Library

Recorded in Library records on this 10<sup>th</sup> day OCTOBER, 2017.

**ATTEST:**



**Constance Riales, Secretary,**

Board of Library Trustees, Bellwood Public Library

**[SEAL]**

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

**CERTIFICATION**

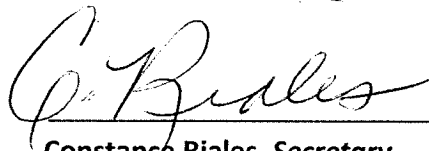
I, **CONSTANCE RIALES**, do hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the Bellwood Public Library, Bellwood, Cook County, Illinois, and the keeper of the records thereof, and that attached hereto is a true and correct copy of a Resolution entitled:

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OF THE BELLWOOD PUBLIC LIBRARY, COOK COUNTY, ILLINOIS**

and as adopted at a lawful meeting of the said Board of Library Trustees of the Bellwood Public Library held on the 10<sup>th</sup> day of OCTOBER, 2017, which Resolution is still in full force and effect.

IN WITNESS WHEREOF, I do hereby affix my official signature and seal of said Library at Bellwood, Cook County, Illinois, on this 10<sup>th</sup> day of OCTOBER, 2017.



\_\_\_\_\_  
**Constance Riales, Secretary,**  
Board of Library Trustees, Bellwood Public Library

[SEAL]

# EXHIBIT A

## BELLWOOD PUBLIC LIBRARY

Travel Expense Reimbursement Policy, as adopted on 10/10/17

## TRAVEL EXPENSE REIMBURSEMENT POLICY

**GENERAL POLICY.** It is the policy of the Bellwood Public Library to comply with the Illinois Local Government Travel and Expense Control Act through the promulgation of these regulations.

1. **DEFINITIONS.** As used in this Travel Expense Reimbursement Policy,
  - (i) “*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.
  - (ii) “*Travel expense*” means any expenditure directly incident to official travel by employees, members of the governing board, and officers of the Bellwood Public Library for a specific Library purpose(s).
  
2. **TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE ALLOWED.**

The Bellwood Public Library will only approve travel expenses for employees, officers or governing Board members if the travel is necessary to complete official Library business, for the education, certification or training of employees, officers, or governing Board members, or to obtain information for the betterment of the Library in some capacity.
  
3. **TYPES of EXPENSES ALLOWED and PROHIBITED.**
  - (i) The actual cost of transportation is allowed (for example, airline tickets, train tickets, taxi fare and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business and in accordance with IRS guidelines.
  - (ii) The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary because the program or event takes place outside of Chicago and/or Suburban Cook County municipalities or is a program or event of duration of more than one (1) full day that takes place in Chicago and/or Suburban Cook County.
  - (iii) The costs of meals while traveling are allowed. Reimbursements may NOT be claimed for any meals included in conference, seminar, convention or workshop registration fees paid by the Library.
  - (iv) The actual costs of conference, seminar, convention or workshop fees, supplies and books for educational, certification or training purposes are allowed.
  - (v) NO costs for any alcohol or liquor are permitted and all are specifically excluded from reimbursement.
  - (vi) Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, unless ancillary to the purpose of the program or event.

- (vii) All travel expense must have sufficient budget appropriation.

**4. MAXIMUM ALLOWABLE REIMBURSEMENT and MAXIMUM TRAVEL EVENT LIMIT without BOARD ACTION.** Bellwood Public Library employees and officers (and who are not members of the Board of Library Trustees) may receive reimbursement for travel expenses without specific Board Action as long as the expenses are in accordance with the Maximum Allowable Reimbursement rates and not in excess of the Maximum Allowable Travel Event Limit as stated in this Section 4 herein and the Procedure for Reimbursement in Section 5 below is followed. Such expenses are subject to the approval of the Library Director in accordance with this Policy.

- (i) **Categories of Expenses.** The maximum allowable reimbursement rates for travel, meals, lodging, and transportation expenses shall be as follows:
- (a) **Airfare.** Cost of air travel shall be the actual expense incurred and is permissible only for programs or events that take place outside of Chicago and Suburban Cook County municipalities. Only coach or economy flight expenses will be approved, plus actual cost of baggage fees for one (1) checked travel bag each way. Any upgrades to first or business class will be at the expense of the traveler.
  - (b) **Rail or Bus.** Cost of rail or bus is eligible for reimbursement at the lowest reasonable rate and only for programs or events that take place outside of Chicago and Suburban Cook County municipalities. The cost shall not exceed airfare.
  - (c) **Personal Automobile.** Any personal automobile expenses will always be approved at the current IRS rate for business travel if the traveler uses their own automobile (as opposed to a Library automobile) the cost of which shall not exceed the cost of airfare, rail or bus. Mileage reimbursement will be based on mileage from the Library's main offices to the off-site location of the Library or official business, not from the official's or employee's residence. Costs for any reasonably necessary tolls are eligible for reimbursement only with a receipt.
  - (d) **Automobile Rentals.** Automobile rental expenses are reimbursable only at the lowest reasonable rate (compact or mid-size cars are required for two or fewer employees or officers traveling together and full-size may be used for three or more travelers) and only where air travel has also been approved for a program or event and such automobile rental will be more economical than the cost of taxis, ride sharing services, or hotel/motel bus or shuttle transportation services. The traveler must refuel the automobile before returning it to the rental company. Costs for any reasonably necessary tolls are eligible for reimbursement only with a receipt.
  - (e) **Taxi, Shuttle, Rideshare or Public Transportation.** The actual reasonable rate of the most economical ground transportation is eligible for reimbursement only with a receipt.

(f) Meals. Cost of food shall not include the cost of any alcoholic beverages or liquor and should be reasonable and customary for the area, and shall not in any event exceed the following amounts:

- (1) Breakfast, \$30 per day.
- (2) Lunch, \$35 per day.
- (3) Dinner, \$45 per day.

Tips are reimbursable only up to a maximum of 20% of the bill.

(g) Lodging. Cost of lodging should be reasonable and customary for the area where the traveler is staying, and shall not in any event exceed \$250.00 per night. Lodging expenses shall be reimbursable only for programs or events that take place outside of Chicago and/or Suburban Cook County municipalities or for programs or events of duration of more than one (1) full day that take place in Chicago and/or Suburban Cook County. Programs or events that take place outside the United States shall be approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote. Actual lodging costs for only a standard single-room at locations reasonably convenient to the program or event are eligible for reimbursement. Fees or charges for pay television, movie rentals, fitness rooms or spas, dry-cleaning, in-room service or mini-bars and other such items or amenities are NOT eligible for reimbursement. In the absence of an emergency or extraordinary circumstance, the traveler will be responsible for any cancellation of reservations made by the traveler or not timely reported to the Library when reservations have been made or prepaid by the library. Such cancellation charges will not be reimbursed unless approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

(h) Parking. Parking fees or costs incurred at an approved program or event will be reimbursed only with a receipt and at the lowest reasonable rate available.

(i) Vacation or Extended Travel in Conjunction with Allowable Travel. Where any vacation time or extended stay or travel is added either prior or at the end of travel in excess of one (1) day by the traveler to an allowable library business trip, any cost variance in airfare, car rental, and any other expenses shall not be reimbursed by the Library; such expenses must be clearly identified on the Library's approved reimbursement form; and shall be paid by the traveler.

(ii) Maximum Allowable Travel Event Limit. The total maximum for any travel event for Library purposes allowed is **\$2,500.00 per individual per travel event, to include all amounts prepaid by the Library and all amounts reimbursed to the individual traveler in accordance with this Policy.**

(iii) Emergency or Extraordinary Circumstance. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the **maximum allowable reimbursement rates or over the \$2,500.00** maximum allowable travel event limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

**5. PROCEDURE FOR REIMBURSEMENT.** No expenses shall be approved or reimbursed unless an approved reimbursement request form (*as included here*) is first completely filled out and submitted with actual receipts if expenses have already been incurred or with estimates of costs of travel, meals or lodging if expenses have not been incurred (with reservations and confirmation numbers) attached. All documents and information submitted in connection with this Policy are public records subject to disclosure under the Illinois Freedom of Information Act.

(i) Advanced or Prepaid Expenses. Travel, meal and lodging expenses advanced to any employee or official of the Library shall be in accordance with the requirements set forth in Section 4 above and up to a maximum allowable daily allowance of **\$100.00 per day** for travel in Chicago and/or in Suburban Cook County, or a daily allowance of **\$125.00 per day** for travel outside Chicago and/or Suburban Cook County. Submission of receipts or estimates of costs on the Library's approved reimbursement request form are required prior to the advancement or payment of any expenses or daily allowances. In the event that any travel expense is so advanced or *prepaid*, actual receipts must be promptly turned in and attached to the Library's reimbursement request form within 14 days of the completion of travel. Any amount advanced or paid by the Library in excess of the actual receipts filed must be repaid by the traveler to the Library within 14 days. No advancement or payment of further daily allowances or travel expenses shall be allowed or approved until the provisions of this Section 5(i) are timely and fully complied with.

**6. EXPENSES INCURRED BY BOARD MEMBERS.** Travel, meal, and lodging expenses incurred by Board Members may only be approved for reimbursement by a Majority of the Board at a regularly scheduled Board Meeting subject to a roll call vote and for travel expenses that are consistent with the rates and limit set forth in Section 4 above.

**\* \* \* INTENTIONALLY LEFT BLANK \* \* \***



**Travel/Expense Reimbursement Request Form**  
**Bellwood Public Library**

**Requestor:** \_\_\_\_\_

**Job Title/Position:** \_\_\_\_\_

**Dates/Nature of Business:** \_\_\_\_\_

*(Please describe the reason for the travel and/or expense and justify how this is public business relating to or for the Library.)*

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**Attach all receipts.** If you have not yet incurred the expense, attach the supporting documents that verify your cost estimate. All expenses or daily allowances advanced or pre-paid must be equal to or less than actual costs and the receipts must be turned in within 14 days of the trip.

ATTACH RECEIPTS/INVOICES HERE

**Total Reimbursement amount requested: \$** \_\_\_\_\_

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved on (date):** \_\_\_\_\_ **By:** \_\_\_\_\_