

ORDINANCE NO. T-2016-11-003

AN ORDINANCE REGULATING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES OF OFFICERS, IN CUNNINGHAM TOWNSHIP, CHAMPAIGN COUNTY, ILLINOIS

WHEREAS, Cunningham Township, Champaign County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 6, 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 townships, to regulate, by ordinance or resolution, the reimbursement of all travel, meal and lodging expenses.

NOW, THEREFORE, BE IT ORDAINED by the Township Board of Cunningham Township, as follows:

**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 township officers and officers' employees 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) A township officer 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 Township;
  - b. Site visits to current or potential vendors of the Township
  - c. Client home visits
  - d. Property viewing
  - e. Other government offices
- (2) A township officer's 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 officer's employee
  - b. Site visits to current or potential vendors of the Township
  - c. Client home visits
  - d. Property viewing
  - e. Other government offices

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

- (1) The maximum reimbursement for use of a privately owned automobile for township officers and officers' employees will be the mileage rate determined by the most recently published IRS Standard Mileage Rates for Business at the time the expense was incurred.
- (2) Lodging reimbursement shall not exceed the lodging maximum amount for the destination locality as published at [www.gsa.gov](http://www.gsa.gov).
- (3) Meal reimbursement shall not exceed the meal maximum amount for the destination locality as published at [www.gsa.gov](http://www.gsa.gov).

**SECTION IV: Approval of Expenses That Exceed the Maximum Amount Permitted**

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

- (1) Any expense of any township officer or officer's employee that exceeds the maximum permitted in Section III because of emergency or other extraordinary circumstances.
- (2) Any expense of any member of the Township Board.

**SECTION V: Documentation of Expenses**

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

- (1) And 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 township officer or officer's employee shall be reimbursed for any entertainment expense.

**SECTION VII: Effective Date**

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

**ADOPTED** this 5th day of December, 2016, pursuant to a roll call vote by the Township Board of Cunningham Township, Champaign County, Illinois.

<u>TOWNSHIP BOARD</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Aaron Ammons	<u>X</u>	_____	_____	_____
Bill Brown	<u>X</u>	_____	_____	_____
Eric Jakobsson	<u>X</u>	_____	_____	_____
Michael Madigan	<u>X</u>	_____	_____	_____
Diane Marlin	<u>X</u>	_____	_____	_____
Dennis Roberts	<u>X</u>	_____	_____	_____
Charles Smyth	<u>X</u>	_____	_____	_____

*James J. P...*   
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 Chair, Township Board



*Shirley D. Clark*  
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 Town Clerk