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| <b>Policy and Procedure Manual</b>                                                                            | <b>Section A 20</b>                                                          |
| GOVERNANCE and ORGANIZATIONAL STRUCTURE<br>RESOLUTION FOR REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES | Issued : November 21, 2016<br>Approving Authority: Board of Library Trustees |

**RESOLUTION NO. 2016-07  
RESOLUTION FOR REIMBURSEMENT OF TRAVEL, MEAL AND LODGING  
EXPENSES TO COMPLY WITH THE LOCAL GOVERNMENT  
TRAVEL EXPENSE CONTROL ACT  
(50 ILCS 150)**

{ Village of Orland Park  
{ County of Cook  
{ State of Illinois

The Illinois General Assembly recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017. As required by the Act, it is Orland Park Public Library policy to regulate the reimbursement of all Board member, management, and employee travel expenses as set forth below:

1. Definitions.
  - a. “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.
  - b. “Travel expense” means any expenditure directly incident to official Orland Park Public Library business travel by Board members, administrators, officers or employees of the Orland Park Public Library involving reimbursement to travelers or direct payment to private companies providing transportation or related services.
2. Reimbursable Rates. Orland Park Public Library shall reimburse permitted travel, meal and lodging expenses as set forth on Exhibit A to this Policy.
3. Reimbursement Request Form. Orland Park Public Library shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on Orland Park Public Library’s Reimbursement Request Form, attached as Exhibit B. All documents submitted to Orland Park Public Library for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. Entertainment Expenses. Orland Park Public Library shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

5. Orland Park Public Library Approval of Certain Reimbursable Expenses. The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Orland Park Public Library:

a. Any reimbursable expenses of a Orland Park Public Library administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.

b. Any reimbursable expense of a member of the Board of Library Trustees of the Orland Park Public Library

c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

6. Compliance with Act. Orland Park Public Library shall comply with all other requirements of the Local Government Travel Expense Act and any Orland Park Public Library policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Adopted this 21st day of November, 2016 by a roll call votes as follows:

AYES \_\_\_\_\_  
NAYS \_\_\_\_\_  
ABSENT \_\_\_\_\_

Approved by the President and Board of Library Trustees of the Orland Park Public Library.

\_\_\_\_\_  
Nancy Wendt Healy, President, Board of Library Trustees

ATTESTED BY

\_\_\_\_\_  
Catherine Morrissey Lebert, Secretary  
Board of Library Trustees

## EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

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

### Maximum Reimbursable Rates for Transportation

Air Travel      Lowest reasonable rate (coach)

Auto      Reimbursed at the current prevailing IRS mileage rate

Rental Car      Lowest reasonable rate (company 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)

Rail or Bus      Lowest reasonable rate and cost shall not exceed airfare

Taxi, Shuttle, Rideshare, or Public Transportation      Actual reasonable rate

### Maximum Reimbursable Rates for Meals

Breakfast      Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

Lunch      Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

Dinner      Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

Incidentals      Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

### Maximum Reimbursable Rates for Lodging

Chicago and Suburban Cook County      Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

DuPage, Kane, Lake, McHenry and

Will Counties      Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

All other Illinois Counties      Limited to the Current U.S. General Service Administration (GSA) travel regulation in place at the time the expense is incurred

Outside of Illinois      As approved by the Board

The following expenses shall not be reimbursable:

Alcoholic beverages, dry cleaning, personal entertainment, health and fitness services, airline insurance, and personal grooming expenses

EXHIBIT B - TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under Orland Park Public Library Resolution No. 2016-07, the following minimum documentation must first be submitted, in writing, to the Board of Library Trustees of the Orland Park Public Library:

(1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

(2) The date or dates and nature of the official Orland Park Public Library business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official [insert organization] business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

(3) 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. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Orland Park Public Library in considering your request for reimbursement. In the discretion of the Board of Library Trustees of the Orland Park Public Library, additional documentation relevant to the request for reimbursement may be required prior to action by the Orland Park Public Library with respect to the reimbursement request.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date