

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.

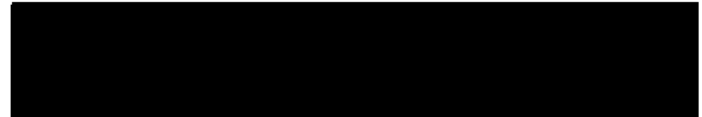
Adopted this 21st day of November, 2016 by a roll call vote as follows:

AYES Healy, Barcelona, Kleis, Leafblad

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ABSENT Lebert, Ryan, Jennings

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



Nancy Wéndt 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

STATE OF ILLINOIS)
COUNTY OF COOK) SS.
COUNTY OF WILL)

CERTIFICATE

I, Catherine Morrissey Lebert, the duly certified Secretary of the Board of Library Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

RESOLUTION FOR REIMBURSEMENT OF TRAVEL,
MEAL AND LODGING EXPENSES TO COMPLY WITH THE LOCAL
GOVERNMENT TRAVEL EXPENSE CONTROL ACT (50 ILCS 150)

Adopted at a regular meeting of the said Board of Library Trustees held on the
21ST day of November, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of
November 2016.



Catherine M. Lebert, Secretary, Board of Library Trustees