

TOWNSHIP OF MAINE)
COUNTY OF COOK) SS.
STATE OF ILLINOIS)

MAINE TOWNSHIP ORDINANCE NO. 2016-7

**AN ORDINANCE ESTABLISHING THE
REIMBURSEMENT OF ALL TRAVEL, MEALS AND LODGING EXPENSES OF
OFFICIALS AND EMPLOYEES IN THE TOWNSHIP OF MAINE**

WHEREAS, Maine Township, Cook County, Illinois, is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution; and

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, meals and lodging expenses of its officials and employees by the effective date of January 1, 2017; and

WHEREAS, the Supervisor and Board of Trustees have determined that it must comply with the Act by passage of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Supervisor and Board of Trustees of Maine Township, Cook County, Illinois, that the following Ordinance to regulate the reimbursement of all travel, meals and lodging expenses of its officials and employees be and hereby is adopted.

Section 1: 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 officials and employees of the Township involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 2: Official Business For Which Expenses May Be Reimbursed.

(1) An official of the Township shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:

- a. Educational conferences, seminars, programs & meetings related to the duties of the official of the Township; and
- b. Site visits to potential agencies and current agencies funded by the Township.

(2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:

- a. Educational conferences, seminars, programs & meetings related to the duties of the employee of the Township; and
- b. Site visits to potential agencies and current agencies funded by the Township.

Section 3. Maximum Allowable Reimbursement for Expenses. The maximum allowable reimbursement for an official or employee of the Township shall be as follows:

(1) **Mileage:** The maximum allowable reimbursement for mileage for an official or employee shall be the rate established from time to time by the Federal General Services Administration (the "GSA") and in effect at the time of the request for reimbursement.

(2) **Meals:** The maximum allowable reimbursement for meals for an official or an employee shall be the sum of \$100.00 per day, unless the Supervisor and Board of Trustees approves a greater amount.

(3) **Lodging:** The maximum allowable reimbursement for lodging for an official or employee shall be the actual cost of the hotel per day plus any and all applicable taxes, which must be approved by the Supervisor and Board of Trustees.

Section 4: Approval of Expenses. The Supervisor and Board of Trustees must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Township Board:

(1) Any expense of any official or employee that exceeds the maximum permitted in Section 3.

Section 5: Documentation of Expenses. Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section 4, a reimbursement form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the Supervisor and Board of Trustees:

(1) A receipt of the cost of the travel, meals or lodging of the expenses that 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 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 6: Entertainment Expenses. No official or employee of the Township shall be reimbursed by the Township for any entertainment expense.

Section 7: Effective Date. This Ordinance shall be in full force and effect upon its passage, approval and publication by law.

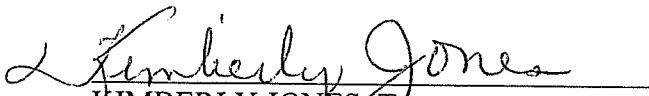
PASSED by the Supervisor and Board of Trustees of the Town of Maine, Cook County, Illinois, on this 27th day of December, 2016, by a roll call vote as follows:


ROLL CALL VOTE: Ayes 5 Nays 0 Absent 0



LAURA J. MORASK, Trustee


CAROL A. TESCHKY, Supervisor


PETER GIALAMAS, Trustee


KIMBERLY JONES, Trustee


KELLY SCHAEFER, Trustee

ATTEST:

GARY K. WARNER, Clerk