

COAL CITY PUBLIC LIBRARY DISTRICT
REIMBURSEMENT OF TRAVEL, MEAL,
LODGING EXPENSES POLICY*

APPROVED BY
THE BOARD OF TRUSTEES
AUGUST 20, 2019

*Denotes Legal Language

COAL CITY PUBLIC LIBRARY DISTRICT

REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES POLICY *

(Appendix A – Ordinance No. 16-3)

Purpose

Coal City Public Library District (Library) will reimburse employee and trustee travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses acquired on behalf of the Library. Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

Definitions

“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.

Authorized Types of Official Business

Travel, meal, and lodging expenses will be reimbursed for employees and Trustees of the Library only for purposes of official business conducted on behalf of the Library. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee’s or Trustee’s official duties. If unsure whether an expense is reimbursable, contact the Library Director.

Categories of Expenses.

- A. Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. Baggage costs beyond the cost of one bag per traveler will not be paid or reimbursed by the Library. The traveler will pay for baggage fees exceeding the cost of one bag.
- B. Personal Automobiles – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee’s or Trustee’s residence. When attending a training event or other off-site official business directly from an employee’s or trustee’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee’s or trustees

normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or trustee will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

- C. Other Transportation – The traveler should utilize hotel shuttle service or other shuttle services, if available. In the case of local training or official business where an employee or trustee chooses to use public transportation, travelers are expected to utilize the most cost-effective method of transportation that reasonable meets business travel needs.
- D. Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Library unless approved by a vote of the Library Board of Trustees.
- E. Meals – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Library Director and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
- F. Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the *Travel, Meal, and Lodging Expense Reimbursement Request Form* and paid by the traveler.
- G. Accompanied Travel – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Library.
- H. Parking – Parking fees at a hotel/motel, conference center, or other site will be reimbursed only with a receipt.
- I. Entertainment Expenses – No employee or Trustee of the Library shall be reimbursed for any entertainment expenses, unless ancillary to the purpose of the program, event or other official business.

Membership in Library Organizations

Membership to appropriate library organizations for full-time employees and/or the Board of Trustees shall be paid by the Coal City Public Library District at the following rates:

- A. American Library Association – 100% of personal base membership fee for the library director, assistant library director, and/or a board of trustees member.
- B. Illinois Library Association – 100% of personal base membership fee for the library director, assistant library director and/or a board of trustees member. Department heads are eligible as the budget allows and upon approval by the library director.

Membership in the above organizations is voluntary.

Approval of Expenses

- A. Expenses for Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any member of the Library Board of Trustees must be approved by roll call vote at an open meeting of the Library Board of Trustees.
- B. Expenses for Officials or Employees Other than Members of the Library Board of Trustees. Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Library Board of Trustees) in excess of the maximum dollar amount set by the Board or GSA rate or IRS rate must be previously approved in an open meeting by a majority roll call vote of the Library Board of Trustees.
- C. Advanced Expenses. Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Library must be approved by roll call vote at an open meeting of the Library Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.
- D. Other Expenses. All other expenses that do not fall within any of the above paragraphs are subject to the Library Director's approval.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved under this Policy, the following minimum documentation must first be submitted, in writing, to the Library Director on a *Travel, Meal, and Lodging Expense Reimbursement Request Form (Appendix B)*:

- A. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
- B. The name of individual who received or is requesting the travel, meal, or lodging expenses reimbursement;
- C. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
- D. The date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted in connection with this Policy are public records subject to disclosure under the Freedom of Information Act.

Travel, Meal, and Lodging Expense Reimbursement Request Form

The Library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the attached *Travel, Meal, and Lodging Expense Reimbursement Request Form*.

ORDINANCE NO. 16-3

ORDINANCE REGULATING REIMBURSEMENT OF
TRAVEL, MEAL AND LODGING EXPENSES

Recitals and Definitions

1. **Requirement.** This Ordinance is adopted by the Board of Library Trustees of the Coal City Public Library District responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
2. **Reimbursable Rates.** The Library District shall reimburse permitted expenses as set forth on the attached Permitted Travel Expenses (**Exhibit A**).
3. **Reimbursement Request Form.** The Library District shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library District's Reimbursement Request Form (**Exhibit B**).
4. **Entertainment Expenses.** The Library District shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
 - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
 - b. Any reimbursable expense of a Library Trustee.
6. **Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful consistent with this Ordinance and the Act.
7. **Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.
8. **Effective Date.** This Ordinance shall be in full force and effect from and after its adoption.

Adopted November 8, 2016, pursuant to a roll call vote.

Lois Phillips, President,
Board of Library Trustees of the
Coal City Public Library District

Steve Smith, Secretary,
Board of Library Trustees of the Coal City Public Library District

PERMITTED TRAVEL EXPENSES**

The Library District shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library District business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library District’s mission.

The maximum reimbursable amounts are as follows:

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Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.54 for 2016)
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

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Maximum Reimbursable Rates for Meals	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

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Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$132.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$80.00 / night
All other Illinois Counties	\$70.00 / night
Outside of Illinois	As approved by the Board

****SEE PERSONNEL POLICY FOR CURRENT PERMITTED TRAVEL EXPENSES ELIGIBLE FOR REIMBURSEMENT.**

APPENDIX B

REIMBURSEMENT REQUEST FORM

- (1) Name and title of the person who received or is requesting reimbursement of board approved travel, meal, or lodging expense:

Name

Job Title/Office

- (2) Date or dates and nature of the Library District business in which the travel, meal, or lodging expense was or will be expended.

Name of Event or Program _____
Date(s) of Event or Program

Location of Event or Program _____
Purpose of Event or Program

- (3) Documentation describing the Library District business event or program is attached, if appropriate.

- (4) Attachments:
- (a) An explanation of the basis for your estimated travel expenses if expenses have not yet been incurred; or
 - (b) Receipts if the expenses have been incurred.

- (5) You may provide the Library Board with such other documentation as would assist the Library Board consider your request for reimbursement.

- (6) In the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

Name
