

## Agenda Item No: 11a

### NMWRD Board of Trustees Agenda Supplement

---

**Meeting Date:**

February 14, 2017

**Item:**

Adoption of a Resolution Regulating Travel Expenses

**Staff Recommendation:**

Motion to Adopt Resolution #17-01 Regulating Control of Travel Expenses Pursuant to Public Act 099-0604.

**Staff Contact:**

Eric R. Lecuyer, District Manager

---

**Background:**

The State Legislature enacted Public Act 099-0604, copy attached, requiring that all non-home rule units of local government, by ordinance or resolution, regulate and control the reimbursement of all travel expenses for agency employees and officers. This legislation became effective on January 1, 2017 and requires that all local public agencies adopt such controls within sixty days of the effective date. Included in those controls is a requirement that a standard form be adopted for reporting and controlling travel expenses. Specific requirements include that approval of any reimbursement of employees for expenses in excess of the maximum allowed reimbursement set by the local agencies must be approved via a separate line item and roll call vote in open session of the governing board of the local public agency. Any reimbursement of travel expenses for a member of the governing board must be approved via a separate line item and roll call vote of the board.

**Discussion:**

The District has employed a standard travel reimbursement form since 2011 and reimbursement of travel has been approved via the Board's approval of the monthly bills payable list, which itemizes reimbursement or direct payment of travel expenses for District Staff and Trustees. Planned travel expenses are identified for all major conferences and seminars for which travel expenses will be incurred via separate line items within the annual budget, providing the Board the opportunity to regulate travel expenses. Prior approval by the District Manager is required

for all planned staff travel and staff has been very responsible in incurring expenses. Since the bill's payable list provides for line item detail and provides supporting documentation of all expenses incurred and is approved by a roll call vote, no operational changes will be required to meet the requirements of this legislation and the proposed resolution. However, care will be taken to assure that any reimbursable travel expenses incurred by Trustees are identified and approved via separate roll call vote of the Board.

In developing the proposed resolution regulating travel, I have reviewed the approach taken by various agencies to determine the maximum allowable expense for various modes of travel and for meals. Using the federal General Service Administration (GSA) standards seems to be the best approach as it takes into account local costs, which can vary greatly from area to area. GSA lodging expenses can be found at <http://www.gsa.gov/portal/category/100120>. GSA meal and incidental expenses (M&IE) for specific locations can be found at <http://gsa.gov/perdiem>.

This information will be used by the Manager in pre-approving travel and will be included in supporting documentation for travel reimbursement requests.

**Alignment with Strategic Plan:**

Adoption of the proposed resolution not only provides for compliance with the legislation, it supports several components of the District's Strategic Plan.

- Become the example of good governance for other local units of government.
- Meet all applicable regulations for water quality and the administration of the District
- Provide sound business operations.

**Recommendation:**

It is recommended that the Board of Trustees adopt proposed resolution, 17-01 Regulating Control of Travel Expenses Pursuant to P.A. 099-0604, which includes the standard reporting form.

**Votes Required to Pass:**

Simple majority, via a roll call vote.



## RESOLUTION NO. 17-01

### A RESOLUTION REGULATING CONTROL OF TRAVEL EXPENSES PURSUANT TO PUBLIC ACT 099-0604

WHEREAS, the Board of Trustees of the Northern Moraine Wastewater Reclamation District, Illinois, has determined that regulation of Travel Reimbursement pursuant to Public Act 99-0604 is in the best interest of the Northern Moraine Wastewater Reclamation District;

NOW, THEREFORE, BE IT RESOLVED, by the Trustees of the Northern Moraine Wastewater Reclamation District, Lake and McHenry County, Illinois:

SECTION 1: That expenses incurred while conducting official business requiring travel, meal, and lodging expenses may be made by direct payment to private agencies providing transportation or related services or reimbursed to travelers as outlined in this Resolution.

SECTION 2: That official business includes, but is not limited to, attendance of conferences, seminars, and other educational or training opportunities that furthers knowledge related to an employee or Trustee's position at the District; meetings with government or private entities related to operation of the District; site visits to observe and learn about treatment processes, operations, or equipment; and all other business that is conducted to fulfill the authorized duties and responsibilities of an individual's position as approved by the Board of Trustees, or the District Manager.

SECTION 3: That the maximum reimbursement rate for travel, meal and lodging expenses shall be set as follows: reimbursement for meals, excluding alcoholic beverages and including tips - the federal General Services Administration (GSA) rate based on the area where the official business occurs; lodging - the conference negotiated rate plus taxes and fees or if there is no conference rate up to two times the GSA rate based on the area where the official business occurs plus taxes and fees; airfare - the market based cost of coach class ticket plus taxes and fees including 1 bag; and other transportation expenses such as public transit, rental cars and hotel shuttles - will be reimbursed at the market rate plus up to 15% for services where a tip is customary; use of a personal vehicle - the IRS rate in effect at the time of travel.

SECTION 4: That the Board of Trustees may approve that the maximum limits outlined in Section 3 may be exceeded because of emergency or other extraordinary circumstances as recommended by the District Manager.

SECTION 5: That a standardized form for use in obtaining reimbursement be established and attached as a part of this resolution. This form shall include the name and title of the requestor, a cost estimate of expenses not yet incurred or receipts if expenses have been incurred, and the date or dates and the nature of the official business wherein the expenses were or will be incurred.

SECTION 6: That the Standard Form shall be filled out by each individual requesting reimbursement for travel meal and lodging expenses.

SECTION 7: That a roll call vote of the governing board be required for approval of expenses of an officer or employee that exceed the maximum allowable reimbursement outlined in Section 3.

SECTION 8: That a roll call vote of the governing board shall be required for any reimbursement request for expenses incurred by a Trustee.

SECTION 9: That before an expense for travel, meals, or lodging may be approved under Section 6 or 7 of this Resolution; the Standard Form outlined in Section 4 must first be submitted, in writing and include supporting documentation in the form of original receipts, to the Board of Trustees as a part of the bills payable list.

SECTION 10: That reimbursement for entertainment expenditures is strictly prohibited. "Entertainment expenditures" do not include anything ancillary to the purpose of the program or event. Ancillary items are usually included in the registration fee but can be an itemized amount.

SECTION 11 This Resolution shall be effective in full force immediately upon passage and approval.

Passed by the President and Board of Trustees of the Northern Moraine Wastewater Reclamation District, Lake and McHenry County, Illinois, on the Fourteenth day of February 2017.

DATED this 14th day of February, 2017

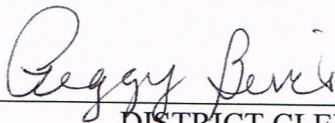
NORTHERN MORaine WASTEWATER  
RECLAMATION DISTRICT, an  
Illinois Municipal Corporation,

By:   
PRESIDENT

SEAL

ATTEST





DISTRICT CLERK



Name	
Address	
Signed	
Purpose	

DATE \_\_\_\_\_

Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_ ACCT # \_\_\_\_\_

Approved \_\_\_\_\_ or \_\_\_\_\_ (Manager) (Clerk)

Signed	
Purpose	

[illegible]

This expense report is for claiming pre-approved reimbursement for travel on District business or for pre-approved use of personal vehicle use to attend training. All expense report forms must be accompanied by original receipts.

SUB TOTAL \_\_\_\_\_

TOTAL Miles @ \$0.53.5 \_\_\_\_\_

TOTAL EXPENSE \_\_\_\_\_

MILEAGE RATE Revised 1.13.17

AN ACT concerning local government.

**Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

Section 5. Definitions. As used in this Act:

"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.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

Section 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Section 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:

- (1) 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;

(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.

Section 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

**Effective Date: 1/1/2017**