

Jefferson County, Illinois  
Ordinance # 2017-01

Whereas Illinois Public Act 099-0604 provides in part to wit:

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 . . . 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 99<sup>th</sup> 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 99<sup>th</sup> 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.

and,

Whereas the Effective Dates of the Public Act is January 1, 2017;

and,

Whereas the County of Jefferson, State of Illinois, whose governing body is the Jefferson County Board desires to comply with the dictates of said Public Act;

Now therefore it is resolved,

1. Reimbursement of all travel, meal, and lodging expenses of officers and employees of Jefferson County, Illinois shall be in accordance with the following:

(1) The types of official business for which travel, meal, and lodging expenses are allowed is as follows: Educational meetings, legislative meetings or hearings, or administrative meetings and hearings, or seminars.

"meeting day" means any part of a calendar day (up to 24 consecutive hours) spent in travel to and from the meeting site; time spent at the Educational meetings, legislative meetings or hearings, administrative meetings or hearings, and seminar; and overnight stay if applicable.

(2) No officer or employee shall be reimbursed for attendance as an officer or representative of any professional organization unless such attendance is mandatory to maintain any professional license or training necessary for the employee or officeholder to maintain their employment or professional license and then only by prior approval of the Jefferson County Board at an open meeting after roll call vote.

(3) The maximum allowable reimbursement for travel, meal, and lodging expenses, cumulative shall be set by those rates set by Reimbursement Schedule in effect at the time the expense was incurred.

(4) No overnight stay reimbursement shall be allowed if the meeting is less than 60 miles from the Jefferson County Courthouse, Mt. Vernon, Illinois. If a meeting site is located less than 60 miles from the attendee's residence and occurs over a consecutive multi (more than one) day it is expected that the attendee shall travel to and from the meeting site to the attendee's residence each day.

(5) A standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required is attached hereto as Exhibit A:

2. The Jefferson County Board may approve expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency, other extraordinary circumstance, or because the county officer holder's budget has enough funds to allocate toward lodging, conference fees, travel expenses, mileage or meal per diem by roll call vote at an open meeting.

3. Expenses for travel, meals, and lodging of: (1) any officer or employee of Jefferson County, Illinois; or (2) any member of the Jefferson County Board, which exceeds the maximum allowed under the regulations adopted hereunder, may only be approved by roll call vote at an open meeting of the Jefferson County Board.

4. Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the Jefferson County Board Claims Committee; (a) 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; (b) the name of the individual who received or is requesting the travel, meal, or lodging expense; (c) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and (d) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

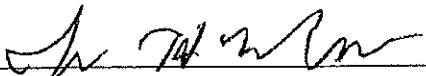
All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.


5. Entertainment expenses are not reimbursable under any circumstances.


6. All provisions hereof shall be effective 3-1-17 notwithstanding effective date of Public Act.

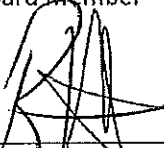
Wherefore it is enacted this 27<sup>th</sup> day of Feb., 2017.

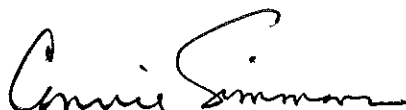
  
Chairman of Jefferson County Board

  
Board Member

  
Board Member


  
Board Member

  
Board Member

Attest:   
Jefferson County Clerk

APPROVED  AMENDED  
BY COUNTY BOARD ON

FEB 27 2017

  
COUNTY CLERK AND RECORDER  
JEFFERSON COUNTY ILLINOIS

# Jefferson County Request for Payment

Claim # \_\_\_\_\_ Account # \_\_\_\_\_

Date Received: \_\_\_\_\_ Due Date: \_\_\_\_\_

Payee:

Description:

Amount Due: \$ \_\_\_\_\_

**File Stamp:**

\_\_\_\_\_  
Authorized by

Approved for payment:  
(Initial & Date)

Treasurer \_\_\_\_\_

County Clerk \_\_\_\_\_

Exec. Asst. \_\_\_\_\_

**Released/date & check no.:**

\_\_\_\_\_