

CITY OF NEWTON, ILLINOIS

ORDINANCE NO. 16-12

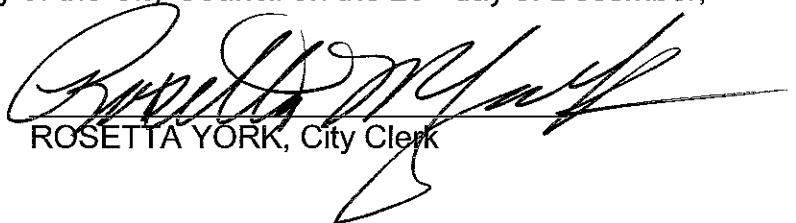
AN ORDINANCE REGARDING TRAVEL, MEAL AND LODGING EXPENSES

ADOPTED BY THE CITY COUNCIL OF THE
CITY OF NEWTON, JASPER COUNTY, ILLINOIS
THIS 20th DAY OF DECEMBER, 2016

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF
THE CITY COUNCIL OF THE CITY OF NEWTON,
JASPER COUNTY, ILLINOIS
THIS 20th DAY OF DECEMBER, 2016

CERTIFICATE OF PUBLICATION

I, ROSETTA YORK, the duly qualified City Clerk of the City of Newton, Illinois, and the official custodian of records of said City, do hereby certify that this Ordinance was published in pamphlet form by authority of the City Council on the 20th day of December, 2016.


ROSETTA YORK, City Clerk

ORDINANCE NO. 16-12

AN ORDINANCE REGARDING TRAVEL, MEAL AND LODGING EXPENSES

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act;" which Act becomes effective on January 1, 2017; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Newton, Jasper County, Illinois, as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. 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.

"Public Business" means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City to carry out the responsibilities of City business.

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

Section 3. The City shall only reimburse the following types of travel, meal, and lodging expenses incurred by its employees and officers up to the following maximum allowable amounts:

- (a) Non-police employees refer to Article 22 of the Collective Bargaining Agreement with the City of Newton;
- (b) Police department employees refer to Article 23 of the Collective Bargaining Agreement with the City of Newton;
- (c) Management refer to 12-1-20 in the Employee Code, and
- (d) Elected officials – actual out-of-pocket expenses.

Alcohol is specifically excluded from reimbursement.

Section 4. No reimbursement of travel, meal or lodging expenses incurred by a City employee or officer shall be authorized unless the "Travel, Meal and Lodging Expense Reimbursement Request Form," attached hereto and made a part hereof, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et. seq.*).

Section 5. Expenses for travel, meals and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 3 of this Ordinance or (2) any member of the corporate authorities of the City may only be approved by roll call vote at an open meeting of the corporate authorities of the City. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth above.

Section 6. The City shall not reimburse any elected official, employee, or officer for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

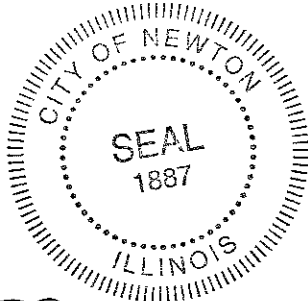
Section 7. Any policy, resolution or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.


Section 8. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Upon roll call the following Alderpersons voted AYE: **Larry Brooks, Robert Reisner, Eric Blake, Scott Bloomberg, Steve Rubsam and David Brown**

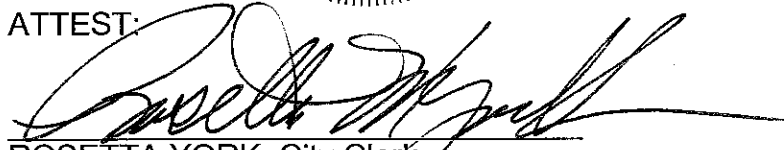
Upon roll call the following Alderpersons voted NAY: **None**

Passed, approved and published in pamphlet form this 20th day of December, 2016.




MARK BOLANDER, Mayor

ATTEST:


ROSETTA YORK, City Clerk

ORDINANCE NO. 16-12

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals or lodging may be approved under City Ordinance No. 16-12, the following minimum documentation must first be submitted, in writing, to the City Council of the City:

- (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 of Employee or Officer

Job Title/Office

- (2) The date or dates and nature of the official business in which the travel, meal or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official 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 corporate authorities in considering your request for reimbursement. In the discretion of the corporate authorities, additional documentation relevant to the request for reimbursement may be required prior to action by the corporate authorities with respect to the reimbursement request.

Employee/Officer Signature

Date