

VILLAGE OF CHAPIN
ORDINANCE NO. 2016-13

AN ORDINANCE REGULATING TRAVEL EXPENSES
FOR THE
VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS
THIS 14th DAY OF December, 2016

ORDINANCE NO. 2016-13

AN ORDINANCE REGULATING TRAVEL EXPENSES

WHEREAS, Public Act 99-0604 requires units of local government to regulate the reimbursement of all travel, meal, and lodging expenses of its officers and employees.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS, as follows:

Section 1. The reimbursement of all travel, meal, and lodging expenses of Village officers, employees and members of the Corporate Authorities shall be governed by the provisions of this ordinance.

Section 1.1 Definitions. The definitions set forth below shall apply to this ordinance.

"*Corporate Authorities*" includes the Village President and the Board of Trustees of the Village of Chapin.

"*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.

"*Village*" means the Village of Chapin.

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

Section 1.2 Reimbursement of Travel Expenses. The Village will reimburse its officers and employees for travel, meal, and lodging expenses incurred in the performance of official business and in furtherance of their duties and employment responsibilities on behalf of the Village in the maximum amount of the then current Internal

Revenue Service standard business rate per mile for travel; \$35.00 per day for meals; and \$100.00 per day for lodging. By approval of the Corporate Authorities, reimbursement for expenses in excess of the above limits may be made when the expenses are incurred because of an emergency or other extraordinary circumstance. The Village Clerk shall prepare and make available a form for submission of such expenses for reimbursement. Along with the form, the following minimum documentation must also be submitted in writing:

- (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, duties or employment responsibilities in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted pursuant to this ordinance shall be public records and subject to disclosure under the *Illinois Freedom of Information Act*.

Expenses for travel, meals, and lodging of: (a) any officer or employee that exceeds the maximum limits allowed in this Section 1.2; or (b) any member of the Corporate Authorities, may only be approved by roll call vote at an open meeting of the Corporate Authorities.

No member of the Corporate Authorities, employee or officer shall be reimbursed for entertainment expenses.

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Chapin, Illinois, this 14th day of December, 2016.



Max Brockhouse, Village President

(SEAL)

Attest:



Mary Brockhouse, Village Clerk

Ayes: 5

Nays: 0

Absent: 1

STATE OF ILLINOIS)
)ss
COUNTY OF MORGAN)

CERTIFICATION

I, Mary Brockhouse, the duly appointed Clerk of the Village of Chapin, Morgan County, Illinois, do hereby certify that the attached copy of Ordinance No. 2016-13 is a true and correct copy of an Ordinance passed by the President and Board of Trustees of the Village of Chapin, at a regular meeting of said Village Board held on the 14th day of December, 2016, all as the original of the same remains in the official records of my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said Village of Chapin this 14th day of December, 2016.

Mary Brockhouse
Mary Brockhouse, Village Clerk

(SEAL)