

State of Illinois        )  
                              ) SS  
County of Moultrie     )

Resolution  
No. 17-02  
of the County Board of  
Moultrie County, Illinois

RESOLUTION REGULATING CONFERENCES, PROFESSIONAL  
ORGANIZATIONS, AND TRAVEL, MEAL AND LODGING EXPENSES

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/10) mandates that local public agencies regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees by resolution or ordinance, and

WHEREAS, "local public agency" means a unit of local government other than a home rule unit pursuant to Section 5 of the Local Government Travel Expense Control Act, and

WHEREAS, Article VII, Section 1 of the Constitution of the State of Illinois declares counties to be units of local government, and

WHEREAS, a county board may reimburse the chairman and other members of the county board for travel and other expenses necessarily incurred while in the conduct of the business of the county (55 ILCS 5/5-1018), and

WHEREAS, counties may adopt personnel policies, and

WHEREAS, the Board of Moultrie County wishes to regulate the reimbursement of all travel, meal and lodging expenses for County business, and

WHEREAS, employees, board members, and officials are encouraged to affiliate with professional organizations in order to keep abreast of new concepts and new methods of doing business,

NOW THEREFORE, be it RESOLVED that the County of Moultrie shall regulate travel, meal, and lodging expenses for County business as follows:

**Section One: Definitions.**

"Entertainment" and "Travel" shall be defined by Section 5 of the Local Government Travel Expense Control Act (50 ILCS 150/5) as amended.

"Requestor" shall mean any person requesting payment or reimbursement under this Resolution who is a department head, officer, office holder, County Board member, citizen appointed to any board or committee by the County Board, or County employee.

RESOLUTION: 17-02  
BOOK 5 PAGE: 148

## Section Two: Regulations

- A. Types of official business for which travel, meal and lodging are allowed. Requestors may be reimbursed, or the County may pay in advance for, the following travel, meal and lodging expenses:
- a. Official County business, including, but not limited to, transportation of jail inmates;
  - b. Training or education directly related to the Requestor's job or professional license renewal; and
  - c. Attendance at professional organization meetings and conferences.
- B. Allowable reimbursement for travel, meal, and lodging expenses.
- a. When attending a training conference or workshop requiring an overnight stay, or otherwise traveling on County business overnight, the County shall reimburse the lodging and all meals that are not included in a training conference registration. Any meal that is part of a registration fee shall be paid by the County. Reimbursement of lodging expenses shall be for normally single room rate. Whenever traveling out of county for training that does not require an overnight stay, or on County business that does not require an overnight stay, a Requestor may be reimbursed for meals not included in a training conference registration if approved by the Requestor's department head (if applicable) at the department head's discretion.
  - b. Any meals not covered in a conference registration fee shall be reimbursed at the following rate (including tips): up to \$7.00 for breakfast, up to \$15.00 for lunch, and up to \$20.00 for supper. Tips are only reimbursable up to 20 percent of the total meal cost, including tax. The County will not reimburse purchases of alcoholic beverages, entertainment, or meals for other persons.
  - c. When travel requires the use of the Requestor's personal vehicle, the person shall be reimbursed at the mileage rate of \$0.45 per mile. Reimbursement is also permitted for the cost of vehicle parking fees and tolls.
  - d. Travel expenses, such as air and rail, are reimbursable, but, reimbursement of those travel expenses shall be for the means of travel that is the least expensive and/or the most practical.

- e. Where any Requestor has an expense that exceeds the maximum allowed under this Resolution, the expense may only be approved by roll call vote at an open meeting of the County Board.
  - f. Where any member of the County Board seeks reimbursement under this Resolution, such a reimbursement may only be approved by a roll call vote at an open meeting of the County Board.
  - g. Requestors may belong to any professional organization related to County business or the business of the individual office in which the person is employed. County sponsored memberships and attendance at conferences and workshops are contingent upon there being sufficient funds in the departmental budget to provide for membership and attendance.
- C. Advance Monies. Requestors are not prevented from obtaining travel tickets and monies in advance for approved trips.
- D. Spouse/Civil Union Partner. The County does not discourage the attendance of spouse/civil union partner with Requestor, however, the cost for their attendance, lodging and other related expenses will not be incurred by the County.
- E. A County or department credit card may be available for use by employees. All receipts obtained while using such a credit card will be turned in to the employee's supervisor upon the return of the employee to work along with the credit card.
- F. All requests for reimbursement must be supported by a receipt or other proper documentation. No reimbursements will be made without this documentation. The following minimum documentation must 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; and
  - 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.

### Section Three: Form

A form shall be used for reimbursement or expenses under this Resolution and shall be substantially as follows:

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date or Dates of Expense: \_\_\_\_\_

Nature of Official Business: \_\_\_\_\_

Required Documentation Attached (Check One): [ ] Receipt(s) or [ ] Advance Estimate

### Section Four: Repeal of Section 3.5(A) of the Moultrie County Employee Handbook

Section 3.5(A) of the Moultrie County Employee Handbook is hereby repealed and replaced by this Resolution. The County Clerk shall include this Resolution as an addendum to the Handbook.

Effective upon enactment.

APPROVED AND ADOPTED this 9<sup>th</sup> day of February, in the year 2017.

AYES: 7

NAYES: 0

ASBENT: 2 (BULL VOYLES - MIKE BARRINGER)

Dan R. McBe  
Chair

ATTEST:

Georgie L England  
County Clerk

RESOLUTION: 17-02  
BOOK 5 PAGE: 151