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February 2, 2017

Village of Royal  
President and Board of Trustees

Re: Travel Reimbursement Ordinance

Dear President and Board Members

January 1, 2017 marked the commencement of the The Local Government Travel Expense Control Act 50 ILCS 150. It requires that municipalities adopt some sort of approval process for the reimbursement of all travel, meal, and lodging expenses of officers and employees.

An ordinance must be approved by municipalities prior to June 29, 2017. If the ordinance is not approved, no travel, meal or lodging expenses will be permitted to be paid by the local public agency.

There is an additional approval process for any expenses incurred from March 1<sup>st</sup> going forward, but having an ordinance in place before then negates that except in the case where the reimbursement amount exceeds what Village Ordinance provides for.

In short, it is our recommendation that the Board consider adopting an ordinance prior to March 1<sup>st</sup>. We've enclosed a draft which addresses the statutory requirements and which provides a process that we think will work best in a small community. There is a blank where a maximum amount of funds can be expended without Board approval. Our thought is that the Board could consider that amount and insert it at the time of adoption of the ordinance.

If anyone has any questions, please feel free to give me a call at 217-352-2171. Thanks!

Very Truly Yours,

MILLER & HENDREN, LLP

By: \_\_\_\_\_  
Marc R. Miller

MRM:bb

**VILLAGE OF ROYAL  
CHAMPAIGN COUNTY, ILLINOIS**

**ORDINANCE NO. 2-A-2017**

**AN ORDINANCE REGULATING  
THE REIMBURSEMENT OF VILLAGE OF ROYAL  
EMPLOYEES AND OFFICIALS FOR TRAVEL EXPENSES**

**Passed by the Board of Trustees and  
Approved by the President  
of  
Village of Royal, Illinois  
on February 6, 2017**

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**Published in pamphlet form by authority of the President and Board of Trustees of the  
Village of Royal, Champaign County, Illinois, this 7<sup>th</sup> day of February, 2017.**

**VILLAGE OF ROYAL  
CHAMPAIGN COUNTY, ILLINOIS**

**ORDINANCE NO. 2-A-2017**

**February 6, 2017**

**AN ORDINANCE REGULATING  
THE REIMBURSEMENT OF VILLAGE OF ROYAL  
EMPLOYEES AND OFFICIALS FOR TRAVEL EXPENSES**

WHEREAS, the Village of Royal, Champaign County, State of Illinois (the "Village") is a duly organized and existing Municipality created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto with full powers to enact ordinances for the benefit of the residents of the Village and the Village previously enacted the Revised Code of Ordinances of the Village of Royal; and

WHEREAS, the State of Illinois has implemented the Local Government Travel Expense Control Act, 50 ILCS 150, to regulate the reimbursement of employees and officials of local government bodies for expenses related to travel while conducting official business on behalf of the local government body; and

WHEREAS, the Village Board of Trustees of the Village of Royal has determined that it is advisable, necessary, and in the best interest of the Village and its residents to adopt the within ordinance for the Village of Royal to provide for the regulation of travel expenses for its employees and officials when conducting official business on behalf of the Village as provided herein.

NOW THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Royal, Illinois as follows:

**Section 1. Incorporation Clause.**

The President and Board of Trustees of the Village of Royal hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this Ordinance.

**Section 2. Purpose.**

This Ordinance is to establish a policy for the Village of Royal to regulate the reimbursement of employees and officials for travel expenses.

Section 3. Ordinance Adopted.

Be it hereby ordained by the Board of Trustees and President of the Village of Royal as follows:

“EXPENSES – REIMBURSEMENT

(A) Interpretation. This section shall be interpreted to be consistent with the Local Government Travel Expense Control Act, 50 ILCS 150.

(B) Definitions:

For the purpose of this section, the following words are defined as set forth herein:

1. “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.
2. “Travel Expense” means any expenditure directly incident to official travel by employees and officers of the Village or direct payment to private agencies providing transportation or related services.

(C) Official Business Requiring Expenses. Travel, meal, and lodging expenses will only be allowed for official business of the Village which is necessary to the functioning or improvement of the Village. Official business includes: education conferences related to the duties of the employee or officer of the Village; site visits to current or potential vendors of the Village; or out-of-town meetings related to the official duties of the employee or officer of the Village.

(D) Entertainment Expenses. No entertainment expenses incurred by any employee or official may be reimbursed.

(E) Maximum Allowable Reimbursement. Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the Village shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration for travel per diem, meals, and incidental expense in effect at the time the expense was incurred.

(F) Approval of Expenses. The Board of Trustees must approve the following reimbursements for travel expense, including meals, transportation and/or lodging, by a roll call vote at an open meeting of the Board of Trustees:

1. Any expense of any officer or employee that exceeds the maximum permitted under Section (E) above; or
2. Any expense of any member of the corporate authorities of the Village.



3. The cost of travel including the allowable automobile expense allowed by the IRS for business travel, rental car, airplane, ride share, cab, private car, train and/or bus. In the event that there is a choice of class, only coach or economy class or similar shall be approved. Any upgrades to the equivalent of first and/or business class may only be done at the additional expense of the traveler.
4. The cost of lodging which shall be reasonable and customary for the location and time of the area where the traveler is staying.
5. The customary cost of conference fees, class fees, supplies, books, software, and computer materials for educational purposes is allowed.
6. The Board President or his/her designee shall be authorized to approve such travel without preapproval of the Board so long as the total cost of reimbursement is less than \$350.00.

(G) Documentation of Expenses. Before any reimbursement for travel, meals or lodging may be approved pursuant to Section (F) above, a standardized form for submission of such expenses shall first be submitted to the Board of Trustees. This form shall include, at a minimum, the name and title of the requestor, a cost estimate of expenses not yet incurred or a receipt 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 4. Superseder and Publication.

All code provisions, ordinances, resolutions and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded. A full, true and complete copy of this Ordinance shall be published in pamphlet form as provided by the Illinois Municipal Code, as amended.

#### Section 5. Effective Date.

This Ordinance shall be in full force and effect upon passage and approval, as provided by the Illinois Municipal Code, as amended.

Motioned for approval by Trustee Kim Busboom

With a second by Trustee Beau Acton, roll call vote:

AYE VOTES: 6

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NAY VOTES: 0

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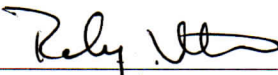
ABSTAIN: 0

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ABSENT: 1

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SO PASSED, ADOPTED, APPROVED AND ENACTED IN AND AT THE VILLAGE OF ROYAL, COUNTY OF CHAMPAIGN, STATE OF ILLINOIS, THIS 6<sup>th</sup> DAY OF February, 2017 A.D.

  
\_\_\_\_\_  
Robert J. Wilven, President

ATTEST:  
  
\_\_\_\_\_  
Village Clerk

(SEAL)

Recorded in the Municipal Records: February 6, 2017  
Published in pamphlet form: February 6, 2017.