

**Resolution of the County Board  
Of  
Kankakee County, Illinois**

**RE: AN ORDINANCE ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES OF KANKAKEE COUNTY, ILLINOIS**

**WHEREAS**, Kankakee County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution;

**WHEREAS**, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies, including counties, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017;

**WHEREAS**, the Kankakee County Board has determined that it must comply with the Act by passage of this ordinance.

**NOW, THEREFORE, BE IT ORDAINED BY THE KANKAKEE COUNTY BOARD, THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:**

**SECTION I.: Definitions**

The following words, terms and phrases, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

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.

Travel: any expenditure directly incident to official travel by employees and officers of the County involving reimbursement to the employee or officer traveling or direct payment to private agencies providing transportation or related services.

**SECTION II: Official Business for which Expenses May Be Reimbursed**

- (1) An official of the County shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
  - a. Education conferences related to the duties of the officer of the County;
  - b. Site visits to current or potential vendors of the County

- (2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
  - a. Education conferences related to the duties of the employee of the County;
  - b. Site visits to current or potential vendors of the County

### **SECTION III: Maximum Allowable Reimbursement for Expenses**

- (1) Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the County shall be those rates set by the Kankakee County Policy & Procedure Handbook in effect at the time the expense was incurred.
- (2) Any scenario that is not covered or reasonably interpreted under the Kankakee County Policy & Procedure Handbook shall only be approved by a roll call vote of the Kankakee County Board
- (3) The most cost effective mode of transportation shall be considered the maximum amount any official or employee will be reimbursed

### **SECTION IV: Approval of Expenses**

The Board must approve the following reimbursement for travel, including meals or lodging, by a roll call vote at an open meeting of the Board:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board

### **SECTION V: Documentation of Expenses**

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meal, and lodging expense supported by the following minimum documentation shall first be submitted to the Board:

- (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;
- (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, 5 ILCS 140/1 *et seq.*

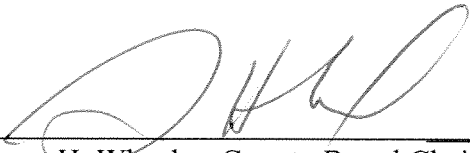
### **SECTION VI: Entertainment Expenses**

No employee or officer of the County shall be reimbursed by the County for any entertainment expense.

**SECTION VII: Effective Date**

The Ordinance shall be in full force and effect from and after its passage.

**PASSED** and adopted this 10<sup>th</sup> day of January, 2017.

  
\_\_\_\_\_  
Andrew H. Wheeler, County Board Chairman

ATTEST:

  
\_\_\_\_\_

Bruce Clark, County Clerk