

Village of McLean

Ordinance#

17-01-02

**An Ordinance Amending the Village of McLean
Municipal Code Said Municipal Code Being
Ordinance No. 96-5-6A of the Village of McLean to
Provide Amendments Relating to Local Government
Travel Expense Control Act**

Adopted by the Village Board
Of the
Village of McLean

Published in pamphlet form by authority of the Village of McLean, McLean

County, Illinois this 17th day of January, 2017.

ORDINANCE NO. 17-01-02

AN ORDINANCE AMENDING THE VILLAGE OF MCLEAN MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 96-5-6A OF THE VILLAGE OF MCLEAN TO PROVIDE AMENDMENTS RELATING TO LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, the Illinois General Assembly has recently enacted 50 ILCS 150/1 et al. As the “local government travel expense control act”, which act became effective on January 1, 2017; and

WHEREAS, pursuant to this law, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal, and lodging expenses

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MCLEAN, MCLEAN COUNTY, ILLINOIS:

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: Title III of the Village Code of the Village of McLean is hereby amended by inserting a new Chapter 38 which shall be as follows:

CHAPTER 38 LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

§38.01 DEFINITIONS.

As used in this Chapter, the following terms shall have the meanings hereinafter set forth unless the context clearly requires otherwise:

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: Means any expenditure directly incident to official travel by employees and officers of the Village of McLean the Village of McLean involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

§38.02 APPROVAL OF TRIPS.

All elected and appointed officials and employees of the Village shall obtain approval of the Village Board of the Village prior to any trip or travel on Village business that would require reimbursement of personal expenses from the Village funds. Emergency exceptions to this policy may

be granted as follows:

1. By the Village President or by the Superintendent of Public Works for the travel of Public Works personnel except for the Superintendent of Public Works.
2. By the Village President for the travel of the Superintendent of Public Works, the Chief of Police, the Village Treasurer, the Village Clerk and for administrative personnel.
3. By the Chief of Police for travel of police personnel other than the Chief of Police.

However, any such person that grants authorization shall report to the Village Board at its next scheduled meeting as to the nature and extent of the travel and the reason for the emergency approval.

§38.03 TRAVEL AND EXPENSE VOUCHER REQUIRED.

All elected and appointed officials and employees of the Village who seek reimbursement for expense for travel, lodging, food or incidentals incurred in the conduct of Village business shall complete a standardized Village form for submission for payment for travel, meal and lodging expenses supported by the minimum required documentation being attached with receipts and shall explain fully and factually the purpose of the travel, period of travel, places visited, and the exact cost to the individual for travel, lodging, meals and incidentals and attach thereto receipts for the same. The completed standardized request form shall be forwarded to the Village Treasurer within ten (10) days following the completion of the travel. The Village Treasurer shall in turn present the completed standardized form to the individual or individuals whose approval is required prior to submission to the Village Board, for reimbursement approval. All documents and information submitted with the form itself and the form itself shall be subject to disclosure under the Freedom of Information Act.

§38.04 APPROVAL PRIOR TO REIMBURSEMENT.

Prior to submitting a non-emergency request for reimbursement to the Village Board, as provided for in this Chapter, approval shall first be obtained for payment from the Village as follows:

- (A) Expenses of Public Works Department personnel must be approved by the Superintendent of Public Works and one (1) member of the Committee that has jurisdiction over the expenditure.
- (B) Expenses of police department personnel, except for the Chief of

Police must be approved by the Chief of Police and one (1) member of the Police Committee.

(C) Expenses of the Chief of Police, Village Treasurer, Village Clerk and administrative personnel must be approved by the Village President and by one (1) member of the Committee that has jurisdiction over the expenditure.

**§38.05 REIMBURSEMENT FOR AUTOMOBILE TRAVEL:
COMBINING OF TRIPS REQUIRED.**

Reimbursement for use of private automobiles by Village officials or employees for travel beyond the Village will be paid at the Internal Revenue Service business standard mileage rate that is in effect when the travel occurs. Whenever possible trips shall be combined when two (2) or more persons are traveling to the same area, conference, meeting or destination.

§38.06 TYPES OF PERMISSABLE TRAVEL.

The types of official business for which travel, meal and lodging expenses are allowed is generally limited to only that travel necessary appropriate or advisable for the employer officer in connection with and in fulfillment of their official duties and responsibilities to the Village. Examples of permissible travel shall include but not be limited to the following:

- (A) Meetings of professional associations or organizations.
- (B) Continuing education programs.
- (C) Professional trainings or certification classes.
- (D) Professional trainings or certification exams.
- (E) Meetings with individuals or entities which meetings cannot be conveniently be located within the Village limits.

§38.07 MAXIMUM ALLOWABLE REIMBURSEMENT.

Notwithstanding any other provision of this Chapter to the contrary, the maximum allowable reimbursement without the advance approval of the Board of Trustees of the Village shall be \$ 1,000.00 for any single official travel trip by any employee or officer of the Village.

§38.08 REIMBURSEMENT FOR ENTERTAINMENT EXPENSES PROHIBITED.

The Village shall not reimburse any member of the Board of Trustees, the Village President, employee of the Village or officer of the Village for any entertainment expense.

§38.09 APPROVAL OF TRAVEL EXPENSES FOR MEMBER OF THE CORPORATE AUTHORITIES.

A Village Board member may only have expenses for travel, meals, and lodging approved on a roll call vote at an open meeting of the Village Board of Trustees.

SECTION 3: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 4: This Ordinance shall take effect 10 days after publication thereof as provided by law.

SECTION 5: Ordinance No. 96-5-6A of the Village of McLean, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to Ordinance No. 96-5-6A shall remain in force and effect except as modified by this Ordinance

PASSED in due form on a roll call vote by the Board of Trustees of the Village of McLean at a duly held meeting on the 2nd day of January, 2017.

APPROVED:

Michael West
Michael West, President of the Board of Trustees of
The Village of McLean

ATTEST:

Sharon Leipold
Village Clerk, Sharon Leipold

AYES: 5
NAYS: 0
ABSENT: 0

VACANCY 1

STATE OF ILLINOIS)

) SS

COUNTY OF MCLEAN)

PUBLICATION CERTIFICATE

I, the undersigned Village Clerk, certify that I am the duly elected and acting Village Clerk of the Village of McLean, McLean County, Illinois.

I further certify that on Monday, January 2, 2017, the Board of Trustees of such municipality passed and approved Ordinance No. 17-01-02, entitled:

**An Ordinance Amending the Village of McLean
Municipal Code Said Municipal Code Being
Ordinance No. 96-5-6A of the Village of McLean to
Provide Amendments Relating to Local Government
Travel Expense Control Act**

Board of Trustees of the Village of McLean previously adopted a Resolution that authorized all Village Ordinances to be published in pamphlet form.

The pamphlet form of Ordinance No. 17-01-02, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on 1-17, 2017 and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Village Clerk.

Dated at McLean, Illinois, this 7th day of January, 2017.


Village Clerk

(SEAL)