

CITY OF LE ROY
COUNTY OF McLEAN, STATE OF ILLINOIS

ORDINANCE NO. 16-12-02-60

AN ORDINANCE REGULATING THE REIMBURSEMENT FOR ALL TRAVEL, MEAL
AND LODGING EXPENSES FOR OFFICERS AND EMPLOYEES OF THE CITY OF
LE ROY, McLEAN COUNTY, ILLINOIS

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LE ROY THIS
19th Day of December, 2016

PRESENTED: December 19, 2016

PASSED: December 19, 2016

APPROVED: December 19, 2016

RECORDED: December 19, 2016

PUBLISHED: December 19, 2016

In Pamphlet Form

Voting "Aye" 7

Voting "Nay" 0

The undersigned being the duly qualified and Acting City Clerk of the City of LeRoy does hereby certify that this document constitutes the publication in pamphlet form, in connection with and pursuant to Section 1-2-4 of the Illinois Municipal Code, of the above-captioned **ordinance** and that such **ordinance** was presented, passed, approved, recorded and published as above stated.

(SEAL)



Vicki Moreland
City Clerk of the City of
Le Roy, McLean County, Illinois

Dated: December 19, 2016

ORDINANCE NO. 16-12-02-60

AN ORDINANCE REGULATING THE REIMBURSEMENT FOR ALL TRAVEL, MEAL AND LODGING EXPENSES FOR OFFICERS AND EMPLOYEES OF THE CITY OF LE ROY, McLEAN COUTY, ILLINOIS

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, 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 corporate authorities of the City of Le Roy as follows:

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. Definitions.

"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.

"Public Business" means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City to carry out the responsibilities of City/Village business.

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

Section 3. The City shall only reimburse the following types of travel, meal, and lodging expenses incurred by its employees and officers up to the following maximum allowable amount: \$850.00 Per Week

Alcohol is specifically excluded from reimbursement.

Section 4. No reimbursement of travel, meal or lodging expenses incurred by a City/Village employee or officer shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto and made a part hereof, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 5. Expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 3 of this Ordinance or (2) any member of the corporate authorities of the City/Village may only be approved by roll call vote at an open meeting of the corporate authorities of the City/Village. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth above.

Section 6. The City shall not reimburse any elected official, employee, or officer for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

Section 7. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under City Ordinance No. 16-12-02-60, the following minimum documentation must first be submitted, in writing, to the corporate authorities of the City of Le Roy, McLean County, Illinois:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

Name of Employee or Officer

Job Title/Office

- (2) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) 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. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the corporate authorities in considering your request for reimbursement. In the discretion of the corporate authorities, additional documentation relevant to the request for reimbursement may be required prior to action by the corporate authorities with respect to the reimbursement request.

Employee/Officer Signature

Date

PASSED by the City Council of the City of Le Roy, Illinois, upon the motion made by Hilary Neal, and seconded by Brad Poindexter by roll call vote on the 19th day of December, 2016 as follows

Aldermen elected 8

Aldermen Present 7

Voting Aye:

Judy Marshall, Dawn Hanafin, Brad Poindexter, Glenn Reinhart, Ron Legner, Hilary Neal, Greg Steffen.

Voting Nay:

None

Absent:

Anne Anderson

Abstain:

None

Other:

None

And deposited and filed in the office of the City Clerk in said municipality on the 19th day of December, 2016.



Vicki Moreland, City Clerk of the
City of Le Roy, Mc Lean County, Illinois

APPROVED BY the Mayor of the City of Le Roy, Illinois, this 19th day of December, 2016



Steven M. Dean, Mayor of the City of Le Roy,
Mc Lean County, Illinois

ATTEST: (SEAL)



Vicki Moreland, City Clerk of the City of Le Roy
Mc Lean County, Illinois

CERTIFICATE

I, Vicki Moreland, certify that I am the duly appointed and acting municipal clerk of the City of Le Roy, of McLean County, Illinois.

I further certify that on December 19, 2016 the Corporate Authorities of such municipality passed and approved **Ordinance No. 16-12-02-60** entitled:


**AN ORDINANCE REGULATING THE REIMBURSEMENT FOR ALL TRAVEL, MEAL
AND LODGING EXPENSES FOR OFFICERS AND EMPLOYEES OF THE CITY OF
LE ROY, McLEAN COUNTY, ILLINOIS**

Which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. **16-12-02-60**, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted at the municipal building, commencing on December 19, 2016 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 municipal clerk.

Dated at Le Roy, Illinois this 19th day of December, 2016.

(SEAL)


Vicki Moreland
City Clerk of the City of
Le Roy, McLean County, Illinois

STATE OF ILLINOIS)
) SS:
COUNTY OF MCLEAN)

I, Vicki Moreland, do hereby certify that I am the duly qualified and acting City Clerk of the City of Le Roy, McLean County, Illinois, and as such City Clerk that I am the keeper of the records and files of the Mayor and the City Council of said City.

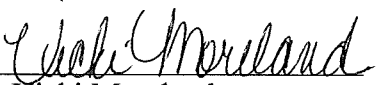
I do further certify that the foregoing is a true, correct and complete copy of an ordinance entitled:

AN ORDINANCE REGULATING THE REIMBURSEMENT FOR ALL TRAVEL, MEAL AND LODGING EXPENSES FOR OFFICERS AND EMPLOYEES OF THE CITY OF LE ROY, McLEAN COUNTY, ILLINOIS

I do further certify said *ordinance* was adopted by the City Council of the City of Le Roy at a regular meeting on the 19th day of December, 2016 and prior to the making of this certificate the said ordinance was on file with the permanent records of said City where it now appears and remains as a permanent record of said ordinance in the record books.

Dated this 19th day of December, 2016

(SEAL)


Vicki Moreland
City Clerk of the City of Le Roy
McLean County, Illinois