

MAR - 6 2017

CITY OF COLUMBIA

ORDINANCE NO. 3314


City Clerk

**AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)**

WHEREAS, the City of Columbia ("City"), Monroe and St. Clair Counties, Illinois is a non-home rule municipality organized and operating under the Illinois Constitution and the Illinois Municipal Code; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act; which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Mayor and City Council of the City of Columbia finds it to be in the best interest of the City to adopt a Travel Expense Reimbursement Policy to comply with the new law; and

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Columbia, Illinois, as follows:

Section 1. That the preceding recitations in the upper part of this Ordinance are realleged, restated and adopted as paragraph one ("1") of this Ordinance.

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 require or useful for the benefit of the City to carry out the responsibilities of City 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 amounts:

Travel: If by automobile, applicable IRS mileage rate. If by other mode, \$500 (round trip).

Meals: \$75 per day. Alcohol is specifically excluded from reimbursement.

Lodging: \$350 per day (inclusive of all taxes, parking and other services)

Section 4. No reimbursement of travel, meal or lodging expenses incurred by a City employee or officer for the purpose of City business conducted greater than 50 miles from City Hall shall be authorized unless the "Travel, Meal, and Lodging Expense Form", attached hereto in substantial form, has been submitted and approved by the Mayor (for elected officials and City Administrator), City Administrator (for Department Heads and appointed officers), Department Head (for subordinate employees), and City Treasurer (for Mayor). All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5ILCS 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 regulations adopted under Section 3 of this Ordinance or (2) any member of the corporate authorities of the City may only be approved by roll call vote at an open meeting of the corporate authorities of the City. 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. The City shall not reimburse travel, meal, or lodging expenses attributable to family members or guests.

Section 8. 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.

Section 9. This Ordinance shall take full force and effect on March 6, 2017.

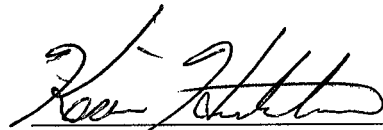
YEAS: Aldermen Ebersohl, Agne, Roessler, Huch, Reis, Holtkamp and Martens.

NAYS: None.

ABSENT: Alderman Niemietz.

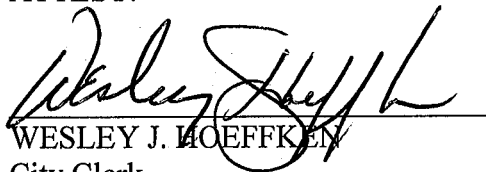
ABSTENTIONS: None.

PASSED by the City Council and APPROVED by the Mayor this 6th day of March, 2017.



KEVIN B. HUTCHINSON
Mayor
City of Columbia

ATTEST:



WESLEY J. HOFFKEN
City Clerk
City of Columbia

Travel, Meal, and Lodging Expense Reimbursement Request Form

Before an expense for travel, meals, or lodging may be approved under Ordinance 3314, the following minimum documentation must first be submitted, in writing.

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