

RESOLUTION NO. 2016-2

RESOLUTION OF THE BOARD OF LIBRARY TRUSTEES OF
THE BARRINGTON PUBLIC LIBRARY DISTRICT, LAKE, COOK, KANE
AND MCHENRY COUNTIES, ILLINOIS, ESTABLISHING A POLICY TO
REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL AND
LODGING EXPENSES OF LIBRARY OFFICERS AND EMPLOYEES

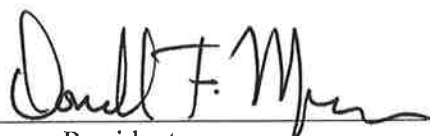
WHEREAS, Illinois law (Public Act 99-0604 effective January 1, 2017) requires all units of local government, other than home rule units, to establish regulations for reimbursement of all travel, meal and lodging expenses of employees and officers of said units of local government.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Barrington Public Library District, Lake, Cook, Kane and McHenry Counties, Illinois, as follows:

Section 1: The "Expense Reimbursement Policy" attached as Exhibit "A" hereto and made a part hereof is hereby adopted as the expense reimbursement policy of this Library District.


Section 2: The "Expense Reimbursement Policy" hereby adopted shall be included in the Bylaws of this Library District, along with all other policies of this Library District.

Adopted this 12th day of December, 2016.



President
Board of Library Trustees

ATTEST:



Secretary
Board of Library Trustees

Expense Reimbursement Policy

Reimbursement of travel expenses for employees and officials of this Library District shall be in compliance with the Illinois “Local Government Travel Expense Control Act” (the “Act”) and pursuant to the requirements set forth herein.

Travel Expenses

“Travel expenses” are those expenses “directly incident” to official travel by employees or officials which involve reimbursement or direct payment to private companies providing “transportation or related expenses.” These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Library District.

Entertainment Expenses

No employee or official may receive payment for any entertainment expense, unless such expense is additional and secondary to the purpose of the program or event. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.

Expense Reimbursement Authorization

The standard travel expense reimbursement form provided by the Library District must be completed and authorized before reimbursement can occur. The information is to include the employee or official’s name, title/office, travel dates, cost estimates for transportation, lodging, meal, and other necessary costs or receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred. The employee or official should indicate the per diem amount, IRS standard mileage rate and/or actual reimbursement being requested. For conference/meeting travel and/or lodging approved or recommended by the sponsoring organization of the conference/meeting should be used whenever possible. For other travel, the lowest reasonable cost option(s) should be chosen whenever possible. The expenses allowable under this Policy must be approved by the Library’s Executive Director for staff and can be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Library Trustees by roll call vote at an open meeting of the Board. In addition, Board approval by a roll call vote at an open meeting of the Board is required for expenses incurred by a member of the Board.

Reimbursement

Payment or reimbursement for an authorized employee’s or official’s travel expenses shall be as follows:

1. For those activities which involve training or study as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the Library District or for activities which further the knowledge or expertise of the employee or

official, or involve the sharing of such knowledge or expertise, or which involve professional collaboration with others in the employee's or official's professional field, or as required in the normal course of business of the Library.

2. The maximum allowable reimbursement for travel expenses shall be the per diem expense for meals and incidentals, or IRS standard mileage rate, or the actual, ordinary and reasonable expenses incurred.
 - a. Per diem expenses are based on the U.S. General Services Administration (GSA) per diem rates. Refer to the GSA website: www.gsa.gov/perdiem for per diem rates according to the geographic areas involved in travel. Because rates for specific localities may change as often as every two months, please be careful to ensure that the applied rate is appropriate to the actual dates of travel.
 - b. For actual expenses, the original receipts or proofs of payment are required.
 - c. Mileage expenses are based on the IRS standard rate.

This Policy shall be in addition to any current regulations, requirements or guidelines on expense reimbursement for employees or officials of the Library District. In the event of any inconsistency or conflict, the provisions of this Policy shall control.

Ref: Public Act 99-0604