

**ORDINANCE NO. 17- 01**

**AN ORDINANCE ADOPTING A TRAVEL EXPENSE CONTROL AND REIMBURSEMENT POLICY FOR THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT TO COMPLY WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

**WHEREAS**, the Lisle-Woodridge Fire Protection District (the "District"), DuPage and Will Counties, Illinois, is a fire protection district duly incorporated under the laws of the State of Illinois, including the Illinois Fire Protection District Act (the "Act", 70 ILCS 705/0.01 et seq.); and

**WHEREAS**, the Board of Trustees of the District (the "Board") has full power pursuant to Section 6 of the Act (70 ILCS 705/6), to pass all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the Board for carrying into effect the objects for which the District was formed; and

**WHEREAS**, Illinois recently enacted the LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT by Public Act 99-0604, signed into law on July 22, 2016 to be effective January 1, 2017 (the "Act," 50 ILCS 150/1 et seq.); and

**WHEREAS**, the District is a "local public agency" subject to the terms of the Act (Section 5); and

**WHEREAS**, the Act requires the District's Board, by resolution or ordinance, to regulate the reimbursement of all travel, meal, and lodging expenses of District officers and employees; and

**WHEREAS**, the United States Government Services Agency (GSA) promulgates reimbursement rates for general travel control, for federal employees, specifically including reimbursement rates for the State of Illinois in Appendix A, a copy of which is included as **Exhibit A** attached hereto and by this reference incorporated herein; and

**WHEREAS**, the Board finds and determines it to be in the best interest of the District, its residents and employees to adopt a travel expense reimbursement Policy ("Travel Expense Reimbursement Policy") as required by the Local Government Travel Expense Control Act.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Trustees of the Lisle-Woodridge Fire Protection District, DuPage and Will Counties, Illinois, as follows:

**Section One:** That the Board hereby finds that all of the recitals contained in the preambles to this Ordinance are true and correct, and incorporates them as if written out here in full.

**Section Two:** Adoption: The following Travel Expense Reimbursement Policy shall be adopted by the Lisle-Woodridge Fire Protection District, and shall state as follows:

**“Travel Expense Policy**

**A. Purpose**

The purpose of this policy is to provide procedures for the approval and reimbursement of all travel expenses incurred by District personnel in connection with their attendance at approved events and/or matters on behalf of and for the benefit of the Lisle-Woodridge Fire Protection District as required by the Local Government Travel Expense Control Act. 50 ILCS 150/1 *et seq.*

**B. Definitions**

For purposes of this policy the following terms shall be given these definitions:

1. “Entertainment” shall mean, 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.
2. “Personnel” shall mean all officials, officers and employees of the District, including members of the District Board of Trustees and other District boards, all full-time and part-time firefighters, fire officers, emergency responders, inspectors, administrative and other support personnel, whether sworn, unsworn, or civilian.
3. “Travel Expense” means any expenditure for travel, meal, and/or lodging directly incident to official travel by District personnel.

**C. Pre-Approval of Travel Expenses**

Prior to incurring any travel expenses associated with the attendance at any event, meeting, training or other matter involving public business on behalf of or for the benefit of the District, District personnel shall submit all projected travel expenses to the Fire Chief or his designee for prior approval. Travel expenses for Board members shall be approved by the Board of Trustees.

**D. Payment Options**

As determined by the Fire Chief, travel expenses shall be paid through either of the following methods or a combination of both: (1) personal funds or personal credit card to be reimbursed by the District; and/or (2) use of District card.

**E. Authorized Expenditures**

The payment of travel expenses shall be available to District personnel for expenses incurred incidental to approved District business and activities, including by way of example but not limited to attending training and coordination sessions, meetings and conferences, vehicle and equipment maintenance and support efforts, and other business as expressly approved by the Board. Except as otherwise provided below, the maximum allowable rate for mileage, lodging and meals shall be in accordance with the travel expense reimbursement rates adopted by the federal government's General Services Administration (GSA) for the current calendar year set forth in **Exhibit A** attached hereto and by this reference incorporated herein. The Fire Chief shall be authorized to update and/or revise Exhibit A of this policy on an annual basis to incorporate any revised reimbursement rates promulgated by the GSA for each successive calendar year without further action by the Board. Upon the Fire Chief's promulgation of a revised Exhibit A for this policy, the prior effective Exhibit A shall be void.

1. **Lodging.** The GSA Standard Rate for lodging may be exceeded for those travel locations outside of the specified cities in Exhibit A up to a maximum of **\$250** a night to the extent reasonable and convenient lodging cannot be found at the Standard Rate upon approval by the Fire Chief.
2. **Meals.** Receipts must be provided for the payment and/or reimbursement of the cost of meals. No payment and/or reimbursement may be made for alcoholic beverages or entertainment.
3. **Airfare.** Personnel are expected to exercise diligence in obtaining the lowest available airfare and are encouraged to book all airline flights at least thirty (30) days in advance of the scheduled day of travel to avoid premium airline ticket pricing. Only coach or economy class tickets will be paid for or reimbursed.
4. **Rental Car.** Use of a rental car must be approved on a case-by-case basis. The District will only pay for or reimburse up to the mid-size car rate of a nationally recognized rental car company.

**F. Travel Expense Approval and Reimbursement Form**

Prior to or within (10) working days of completion of travel, a travel expense report, with receipts documenting all expenditures, must be submitted for final approval by the Fire Chief and/or the Board of Trustees. Before a reimbursement for travel expenses may be approved, the following minimum

documentation must be submitted, in writing to the Board of Trustees on the approved Travel Expense Reimbursement Form:

- (i) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of travel, meals, or lodging if the expenses have already been incurred;
- (ii) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (iii) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense;
- (iv) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

The District's standardized Travel Expense Approval and Reimbursement Form for the submission of travel expenses is attached hereto and incorporated herein as **Exhibit B**.

No person shall be entitled to reimbursement for travel expenses under this policy unless submitted in accordance with the requirements of this Section pursuant to Section 20 of the Act (50 ILCS 150/20).

**G. Travel Expenses Exceeding the Maximum Rate**

The Board reserves the unfettered right to approve, on a case-by-case basis, travel expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances pursuant to Section 10 of the Act (50 ILCS 150/10).

**H. Roll Call Vote for Approval of Travel Expenses**

A roll call vote passed by a majority of the Board of Trustees at an open meeting shall be required to approve the payment or reimbursement of travel expenses of the following:

- 1. Any officer or employee that exceeds the maximum reimbursable amounts set for in this policy; and
- 2. Any member of the Board of Trustees.

**I. Entertainment Expenses**

Reimbursement for expenses related to "entertainment," as defined herein, shall be prohibited unless ancillary to the purpose of a permitted program or event.

**J. Employee Repayment for Disallowed Expenses**

To the extent the Board does not approve a District employee's submitted travel expenses that exceed the maximum rates set forth in this policy, that employee

shall be responsible for the payment and/or reimbursement to the District of that portion of such expenses that exceed the maximum rates under this policy.

**K. Collective Bargaining Agreement**

In the event of any conflict between this policy and the terms of a collective bargaining agreement covering District employees, the two shall be read together and deemed supplementary to each other wherever possible, but the collective bargaining agreement's provisions shall prevail if there is a direct conflict and this policy and the collective bargaining agreement cannot be read together.

**LEGAL REF.: 50 ILCS 150/1 et seq."**

**Section Three:** The invalidation of any section, part, provision, term or phrase of this Ordinance by a court of competent jurisdiction shall not affect the validity of the remaining sections, parts, provisions, terms or phrases of this Ordinance.

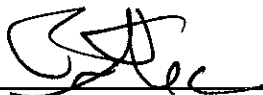
**Section Four:** This Ordinance shall be in full force and effect from and after its passage and approval.

**ADOPTED** this 24<sup>th</sup> day of January, 2017.

AYES: Moeller, Costin, Perry, Chaffin, Frank

NAYS: Ø

ABSENT: Ø



\_\_\_\_\_  
Brent Frank, President, Board of Trustees  
Lisle-Woodridge Fire Protection District

**ATTEST:**



\_\_\_\_\_  
Chad Chaffin, Secretary, Board of Trustees  
Lisle-Woodridge Fire Protection District

**EXHIBIT A**  
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Modified Government Services Administration Reimbursement Schedule  
Per Diem (Lodging, Meals and Incidental Expenses) and Mileage

**Per Diem Rates for Illinois** [Based on FY 2017 GSA Rates]

For per diem rates other States see GSA Portal:

[http://www.gsa.gov/portal/content/104877?utm\\_source=OGP&utm\\_medium=print-radio&utm\\_term=perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts)

Cities not appearing below may be located within a county for which rates are listed.

If unsure, to determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

<b>Primary Destination (1, 2)</b>	<b>County (3, 4)</b>	<b>Max lodging (excluding taxes) (5)</b>	<b>Meals &amp; Incidental Expenses (6)</b>
Standard Rate	Applies for all locations without specified rates	\$91	\$51
Bolingbrook / Romeoville / Lemont	Will	\$95	\$54
Chicago	Cook / Lake	\$212	\$74
O'Fallon / Fairview Heights / Collinsville	Bond / Calhoun / Clinton / Jersey / Macoupin / Madison / Monroe / St. Clair	\$125	\$54
Oak Brook Terrace	DuPage	\$112	\$59

**Footnotes**

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

**EXHIBIT A**  
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4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. Simplified annual rate used in lieu of GSA's monthly rate.
6. Meals and Incidental Expenses: see Breakdown of M&IE Expenses for important information on first and last days of travel.

**Mileage Reimbursement Rates** [Based on FY 2017 GSA Rates]

In addition to standard Lodging and M&IE Per Diem, you may also receive reimbursement for travel in a Personally Owned Vehicle (POV) for authorized business purposes.

There are three different mileage rates based on type of vehicle and availability of a government owned vehicle:

- 1) Standard Mileage Rate. Used for travel in a Personally Owned Automobile (POA) when a government owned vehicle is not available or not in the government's best interest. You may drive no more than 400 miles a day. For travel farther than 400 miles, check with administration concerning use of commercial air-travel as an alternative.
- 2) Government Vehicle Available Rate. Used for travel when use of a government owned vehicle is available but the traveler chooses to use a personally owned vehicle anyway. If the use of a government owned vehicle would not save the government money, than the Standard Mileage Rate may be paid.
- 3) Motorcycle Rate. Used when a motorcycle is used for business travel. Check with administration concerning use of a motorcycle for business purposes.
- 4) Employee use of a personally owned airplane or aircraft (i.e., helicopter) for official business travel is not authorized and no reimbursement will be provided.
- 5) Reimbursement rate is determined by mileage to/from location of travel for official business.

<b>Personal Owned Vehicle (POV) – Standard Mileage Rate</b>	<b>Government Owned Vehicle Available Rate</b>	<b>Motorcycle Rate</b>
\$0.540	\$0.190	\$0.510

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**Meals and Incidental Expenses (M&IE) Breakdown** [Based on FY 2017 GSA Rates]

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

<b>Total</b>	<b>Continental Breakfast/ Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>IE</b>
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<b>Total</b>	<b>First &amp; Last Day of Travel</b>
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50



**EXHIBIT B**  
Travel Expense Approval and Reimbursement Form  
[substantially in the format following]

Date: \_\_\_\_\_

Requestor: \_\_\_\_\_

Through: District Fire Chief \_\_\_\_\_ [initial if approved]

To: Secretary, Board of Trustees

Activity for which Reimbursement is sought: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Activity Fee: \_\_\_\_\_ [conference or course fee, if any]

Mileage (total): \_\_\_\_\_

Per Diem: B\_\_\_ L\_\_\_ D\_\_\_ Day(s)\_\_\_ Enter # claimed

Lodging Cost: \_\_\_\_\_ [attach receipt(s)]

Travel Cost: \_\_\_\_\_ [attach receipt(s)]

Miscellaneous \_\_\_\_\_ [attach receipt(s)]

**TOTAL TRAVEL EXPENSES:** \_\_\_\_\_

Amount Paid by District: \_\_\_\_\_

Reimbursement Due to Requestor: \_\_\_\_\_

The Board may authorize District pre-payment of the associated Activity Fee, if any.

**Verification by Certification**

Under penalties as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure [735 ILCS 5/1-109], the undersigned requestor certifies that the above travel expense(s) were incurred, or otherwise will be incurred, and necessarily incidental to approved District business and activities and that the statements set forth in this instrument are true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
[Requestor's signature]

STATE OF ILLINOIS        )  
COUNTIES OF DUPAGE    )  
AND WILL                    )        SS

**SECRETARY'S CERTIFICATE**


I, Chad Chaffin, the duly qualified Secretary of the Board of Trustees of the Lisle-Woodridge Fire Protection District, DuPage and Will Counties, Illinois, do hereby certify that the attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 17- 01**

**AN ORDINANCE ADOPTING A TRAVEL EXPENSE CONTROL AND REIMBURSEMENT POLICY FOR THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT TO COMPLY WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

which Ordinance was duly adopted by said Board of Trustees of the Lisle-Woodridge Fire Protection District at a meeting held on the 24<sup>th</sup> day of January, 2017, at which a quorum was present and that the Board complied with all requirements of the Illinois Open Meetings Act.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 24th day of January, 2017.

  
\_\_\_\_\_  
Chad Chaffin, Secretary, Board of Trustees  
Lisle-Woodridge Fire Protection District