

**ORDINANCE NO. 2017-7**

**AN ORDINANCE OF THE GENEVA PUBLIC LIBRARY DISTRICT REGULATING  
REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES**

**Recitals and Definitions**

- 1. Requirement.** This Ordinance is adopted by the Board of Library Trustees of the Geneva Public Library District responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
- 2. Reimbursable Rates.** The Library District shall reimburse permitted expenses as set forth on the attached Exhibit A.
- 3. Reimbursement Request Form.** The Library District shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library District's Professional Development and Expense Report Forms (Exhibit B) within 90 days of travel.
- 4. Entertainment Expenses.** The Library District shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
- 5. Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
  - a. Any reimbursable expenses of an employee that exceeds the maximum allowed because of emergency or extraordinary circumstances;
  - b. Any reimbursable expense of a Library Trustee.
- 6. Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful consistent with this Ordinance and the Act.
- 7. Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.
- 8. Effective Date.** This Ordinance shall be in full force and effect from and after its adoption.

Adopted November 17, 2016, pursuant to a roll call vote as follows:

AYES: 7  
NAYS: 0  
ABSENT: 0  
ABSTAIN: 0

Bob Shiffler  
Bob Shiffler, President  
Board of Library Trustees of the  
Geneva Public Library District

(Library District Seal)

ATTEST:

Zachary Craft  
Zachary Craft, Secretary  
Board of Library Trustees of the  
Geneva Public Library District

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## Exhibit A

### PERMITTED TRAVEL EXPENSES

The Library District shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library District business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library District's mission.

The maximum reimbursable amounts are as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach) plus actual cost of baggage fees for one checked travel item each way
Auto	IRS standard mileage rate at time of travel plus actual cost of parking and tolls (cost shall not exceed airfare)
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
(Only for meals not provided by the venue, alcohol excluded from any reimbursement)	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	Not reimbursable
DuPage, Kane, Lake, McHenry and Will Counties	Not reimbursable
All other Illinois Counties	Actual reasonable based on location
Outside of Illinois	Actual reasonable based on location
Outside of United States	Approved by Board



# Professional Development Request

Employee Name \_\_\_\_\_

Manager \_\_\_\_\_

Department \_\_\_\_\_

Name of Training \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Name of Library/Location \_\_\_\_\_

Date of Training \_\_\_\_\_

Times of Training \_\_\_\_\_

Membership # (if needed ex. ALA) \_\_\_\_\_

Relevance to the mission of the Library

Cost of Class/Session  
Mileage cost if driving  
Parking Cost  
Hotel Cost  
Train/Cab Cost  
Estimate TOTAL COST

*please attach documentation for the training or meeting that you would like to attend*

Manager's Signature as approval \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature as approval \_\_\_\_\_ Date \_\_\_\_\_

Admin office Processed By \_\_\_\_\_ Date \_\_\_\_\_

