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**Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.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: 1
NAYS: 0
ABSENT: 0
ABSTAIN: 0

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

(Library District Seal)

ATTEST:

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

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Travel</td>
</tr>
<tr>
<td>Auto</td>
</tr>
<tr>
<td>Rental Car</td>
</tr>
<tr>
<td>Rail or Bus</td>
</tr>
<tr>
<td>Taxi, Shuttle, Rideshare, or Public Transportation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Only for meals not provided by the venue, alcohol excluded from any reimbursement)</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Dinner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Reimbursable Rates for Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicago and Suburban Cook County</td>
</tr>
<tr>
<td>DuPage, Kane, Lake, McHenry and Will Counties</td>
</tr>
<tr>
<td>All other Illinois Counties</td>
</tr>
<tr>
<td>Outside of Illinois</td>
</tr>
<tr>
<td>Outside of United States</td>
</tr>
</tbody>
</table>
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
Employee Name: [Blank]  Date: January 0, 1900

Manager Name: [Blank]  Department: [Blank]

Business Purpose: [Blank]

### Itemized Expenses

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>ACCOUNT</th>
<th>COST</th>
</tr>
</thead>
</table>

**TOTAL Mileage Reimbursement**

<table>
<thead>
<tr>
<th></th>
<th>Subtotal</th>
<th>Mileage Reimbursement</th>
<th>TOTAL REIMBURSEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Note: Mileage reimbursement for personal car = $0.54/mile

Don't forget to attach receipts!

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**Employee Signature**

Date

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**Supervisor Approval**

Date

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**Director Approval**

Date