

**ORDINANCE NO. 3847**

**AN ORDINANCE AMENDING ORDINANCE NO. 2841  
ADOPTED MAY 9, 1994, COMMONLY KNOWN AS  
THE CITY OF KEWANEE, ILLINOIS, ADMINISTRATIVE CODE**

**WHEREAS**, Section 10.4.1 of the City of Kewanee Administrative Code provides for clear and consistent policy and procedures for travel and business expense reimbursement for City employees; and

**WHEREAS**, Public Act 099-0604 enacted by the Illinois General Assembly will become law on January 1, 2017, and created the Local Government Travel Expense Control Act; and

**WHEREAS**, on October 26, 2015 the City Council adopted Resolution 4947 establishing goals for the City of Kewanee; and

**WHEREAS**, one of the adopted goals was to develop and implement plans, policies, and practices to ensure the stewardship of public funds; and

**WHEREAS**, it is necessary for the Administrative Code providing for travel and business expense reimbursement for City employees and officials should conform with state statutes.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KEWANEE AND COUNCIL ASSEMBLED**, as follows:

**Section 1.** That Section 10.4.1 entitled "Travel Expenses – Employees" including subparagraphs a-f thereof, is deleted in its entirety and in its place and stead the following language shall be inserted:

**CITY OF KEWANEE  
TRAVEL AND BUSINESS EXPENSE POLICY**

The City of Kewanee provides reimbursement for eligible expenses incurred by City employees, appointed officials, and elected officials while traveling on City business. The City maintains an accountable plan for travel expenses and reimbursements in accordance with IRS regulations and Illinois Law. Documentation for all expenses except certain defined items is required.

## **PURPOSE**

To provide eligible expense guidelines for City employees, appointed officials, and elected officials who conduct official business, represent the City at conferences or conventions, or attend training courses or seminars and/or business-related meetings, and any other reason for travel not listed or inclusive in the above for good cause and as approved in advance by the City Manager or his designee.

## **AUTHORITY FOR TRAVEL**

All travel must have sufficient budget appropriation and advance Department head approval.

## **ALLOWABLE TRAVEL AND BUSINESS EXPENSES**

The maximum allowable reimbursement for travel, meal and lodging expenses shall be \$2500. Submitted expenses exceeding \$2500 shall require a roll call vote of approval by the City Council. The City will not reimburse expenses for the following:

- Shows
- Amusements
- Theaters
- Circuses
- Sporting Events
- Any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event being attended.

The following types of expenses are normally approved for reimbursement:

1. Registrations fees for meetings, seminars, or conventions. Documentation is required, including agenda if available.
2. Special luncheons and banquets that are included as part of the conference, but charged separately. Documentation is required, including agenda if possible.
3. Transportation. The most economical mode of transportation shall be selected. Criteria to be considered include the length of trip, travel time and cost. Allowable transportation expenses may include:
  - a. City vehicle. Actual expenses for gas, oil, repairs, and other operating expenses will be reimbursed upon presentation of receipts.
  - b. Personal vehicle when a City vehicle is not available. Mileage reimbursement shall be in accordance with IRS guidelines. Employees must submit actual beginning and ending odometer readings to

substantiate mileage. Employees must present proof of automobile liability insurance prior to use of their vehicle. Alternately, mileage may be substantiated by printing and attaching to the expense requisition the most direct route mileage calculated using an internet mapping service. Reimbursement will not exceed what is the most economical considering factors such as airfare, car rental, number of people traveling, mileage for local travel, etc.

c. In situations where an employee desires to use their personal vehicle and a department or pool vehicle is available; the City will reimburse at 50% of IRS guidelines.

d. Air travel. Air travel shall be at the lowest available fare, and, if possible, planned in advance to take advantage of the most economical rate. Receipts are required.

e. Other travel. Rental of automobiles, taxis, or public transportation are reimbursed at cost with verification of receipts.

f. Expenses related to a traveling spouse or guests are not eligible for reimbursement by the City.

4. Lodging. Reimbursement shall be for actual expenses incurred and that are attributed to the employee or official only.

a. Lodging expenses are not allowable when the place of travel is less than 50 miles from the City of Kewanee unless exigent circumstances or dangerous weather would cause an unexpected stay.

b. Fees for pay television, movie rentals, fitness rooms, in-room mini-bars, and other such items are ineligible for reimbursement.

### MEALS

Meals are reimbursable for actual cost. Tips are reimbursable up to a maximum of 20% of the bill. Any tip(s) in excess of 20% is not reimbursable by the City. The City shall not reimburse for any alcoholic beverages.

The time of departure from Kewanee or from the destination determines the meals eligible for reimbursement, according to the following schedule:

| <u>Depart from Kewanee</u>  | <u>Depart from Destination</u> | <u>Allowed</u> |
|-----------------------------|--------------------------------|----------------|
| Before 7:00 a.m.            | Before 7:00 a.m.               | Breakfast      |
| Between 11 a.m. and 12 noon | Between 11 a.m. and 12 noon    | Lunch          |
| After 5 p.m.                | After 5 p.m.                   | Dinner         |

Reimbursements may not be claimed for meals included in conference or seminar registration fees paid by the City.

### **OTHER EXPENSES**

Other expenses related to the approved travel, such as tolls, parking fees, taxicab, fax, office supplies, courier services, or business-related telephone calls are allowed. Itemized receipts are required.

### **CREDIT CARDS**

Employees are encouraged to use a City credit card when one is available. Employees may elect to use their personal credit cards to charge City Travel expenses. Reimbursements shall be made in accordance with the provisions set forth in this policy and only with itemized receipts.

### **TRAVEL ADVANCES**

Travel advances are discouraged. An advance check may be issued if training or conference is more than three days, regardless of location. Itemized receipts and balance of advance shall be returned to the Finance Department within five business days of returning from the trip.

### **TRAVEL REQUEST**

Travel requests shall be submitted for any travel that will require overnight lodging for one or more nights. Such requests shall be submitted to the Department head for approval. The Department head will forward the approved request to the Finance Department for a trip number assignment. Travel that will be out-of-state and require lodging will also require the approval of the City Manager.

### **EXPENSE REPORT**

Employees must submit an itemized expense report to the Department Head within 5 business days following the return from travel. The expense report must include all information and receipts to support each expense.

### **FAILURE TO COMPLY**

Failure to comply with this policy will result in a lack of reimbursement and may result in loss of travel privileges.

### **FRAUD**

Employees who intentionally perform a fraudulent act with respect to falsifying business expenses shall be subject to disciplinary action up to and including dismissal. Specific

examples of fraudulence include a) Credit card abuse; b) travel expense falsification, including duplication.

**EXCEPTIONS**

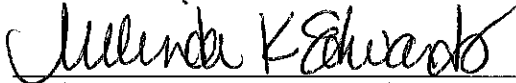
Exceptions to this policy may be granted by the City Manager for cause and with reasonable advance notice.

**Section 2.** All Ordinances and parts of Ordinance in conflict herewith are hereby repealed insofar as they do so conflict.

**Section 3.** This Ordinance shall be in full force and effect from and after its passage and approval as required by law.

Passed by the Council of the City of Kewanee, Illinois this 12<sup>nd</sup> day of September 2016

ATTEST:



Melinda Edwards, City Clerk



Steve Looney, Mayor

| RECORD OF THE VOTE                    | Yes | No | Abstain | Absent |
|---------------------------------------|-----|----|---------|--------|
| Mayor Steve Looney                    | X   |    |         |        |
| Council Member Michael Yaklich        | X   |    |         |        |
| Council Member Andrew Koehler         | X   |    |         |        |
| Council Member Kellie Wallace-McKenna | X   |    |         |        |
| Council Member Deann Schweitzer       | X   |    |         |        |

