



# Illinois Heartland Library System

Attachment 15.1

MEMO TO: IHLS Board of Directors  
FROM: Leslie Bednar  
DATE: March 22, 2017  
RE: Proposed Revision Personnel Code – Section VII. Travel

The Personnel Committee shares the attached draft language for your consideration this month. All changes are in the Travel section of the code, and mirror the Illinois Local Government Travel Expense Control Act (50 ILCS 150).

The proposed changes were approved at the Committee's March meeting.

Thank you for your consideration.

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## VII. TRAVEL

~~Full and part-time employees or officers traveling on IHLS business will have reasonable authorized expenses paid as defined in the Local Government Travel Expense Control Act (50 ILCS 150). The travel must be pre-approved by the employee's supervisor and the Executive Director. Expenditures for travel cannot exceed budget limitations or the predetermined maximum without IHLS Board approval. and will only be approved if it is required for the efficient operation of IHLS.~~ IHLS will only approve travel expenses for employees or officers if the travel is necessary to complete official system business, for the education of employees or officers, or necessary to obtain information for the betterment of the system in some capacity. Employees and officers are required to conduct their travel in the most cost-effective manner. Whenever possible and cost effective, business travel arrangements will use governmental entity discount rates. Actual travel time to get to and from meetings and conferences may be recorded as work time.

The total maximum for any travel for IHLS purposes allowed is \$3,000.00. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.

Expenses for Board members may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.

There is no objection to a spouse and/or family member accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty and all expenses attributable to the family member is paid by the employee.

### A. Transportation

Travel by airplane, train, bus, or car between your home and your business destination will be reimbursed if it is not travel from home to or from your regular work location.

When an IHLS vehicle is not available, private vehicles may be used providing that verification of personal vehicle liability insurance has been previously provided to the Human Resources Office. The maximum mileage reimbursement will be based on the prevailing current IRS rate.

An employee who finds it more convenient to drive his or her personal vehicle to conduct IHLS business instead of an available IHLS vehicle will be reimbursed for the cost of fuel only (based on the miles driven and the average cost of fuel). Based on information provided by the Federal Department of Transportation, the

average miles per gallon used will be 22.4 for automobiles and 18 for SUVs and light trucks. The cost of fuel will be based on the information supplied for the metropolitan area nearest the destination and/or IHLS office where the employee works and the date of the travel. Fuel prices can be obtained at: <http://fuelgaugereport.aaa.com/?redirectto=http://fuelgaugereport.opisnet.com/IL.metro.asp> or by using the local fuel price.

When traveling outside the IHLS service area, all travel shall be by the most economical mode of transportation available, considering travel time, cost and work requirements. IHLS vehicles should be used when possible, unless family members are accompanying the IHLS employee. When traveling to major metropolitan areas, public transportation should be considered as a less expensive mode.

When air travel is required, only coach fare will be paid by IHLS. Taxicab fares, tips, parking fees, bridge, road, and toll fees are also allowable expenses.

## **B. Food**

Costs of meals for employees or officers for each day of travel for IHLS business will be reimbursed. Expenses are to be authorized and approved by the Executive Director. Costs for meal cannot exceed the maximum daily per diem rate established by the United States Internal Revenue Service. Per diem guidelines for food can be found at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city or zip code.

Under normal circumstances, reimbursement will not be made for meals consumed in IHLS service areas during a regular working day. The following will be exceptions to this rule:

1. When a staff member attends an evening meeting in addition to a full working day.
2. When circumstances require that IHLS staff acts as host to a visitor.
3. Other meal reimbursement as deemed necessary will be evaluated by the Executive Director on a case-by-case basis and be administered in a manner consistent with established limits.

## **C. Hotel**

Actual costs for hotel and motel accommodations, including taxes and reasonable tips, are limited to the minimum number of nights required to conduct IHLS business at the average single room rate of adequate hotel or motel accommodations nearest the destination. Employees are allowed to have single

rooms without a roommate. Rates cannot exceed the maximum per diem rates determined by the United States Internal Revenue Service. These rates can be obtained at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city or the zip code. If an employee or officer's spouse or other family members share lodging, the employee or officer must pay any differences.

#### **D. Special Expenses**

IHLS will reimburse employees or officers for the actual cost of other reasonable and prudent travel expenses, such as:

1. Fares for taxis or other types of transportation between the airport, train or bus station and the hotel, the hotel and the work location, or from one place of business to another;
2. Tips paid for services related to any allowable expense;
3. Business calls while on a business trip to include business communications by fax machine or other communication devices;
4. Other similar ordinary and necessary expenses related to business travel such as transportation to a meal when out of town and conducting IHLS business, printing materials for distribution at a meeting, or the purchase of incidental materials needed to make a presentation;
5. Conference and workshop registration fees;
6. Conference meal costs above the per diem meal limit, when it is clear that the excess meal cost was required.

IHLS will not reimburse employees for the cost of personal expenses, such as:

1. Transportation If the employee is provided with a ticket or is riding free as a result of a frequent traveler or similar program;
2. Alcoholic beverages;
3. Personal telephone calls;
4. Coat check;
5. Late checkout and room guarantee charges (unless special circumstances exists and approval has been obtained from the Executive Director);
6. Valet parking service;
7. Entertainment includes, 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;
8. Repairs or towing of private vehicle;
  9. Parking tickets or other traffic tickets;
  10. Charges associated with locksmith service;
  11. Tips exceeding 20%

#### **E. Documentation**

No expenses shall be reimbursed without a reimbursement request form completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. In the event that travel expense is prepaid, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to IHLS within 30 days. ~~An expense report must be submitted within 30 days of returning from travel. All expenses must be supported by original supporting receipts.~~

Any member of the governing Board or any officer or employee that exceeds the maximum allowed for travel may only be approved by a roll call vote at an open meeting of the governing Board. The reimbursement request form is the minimum documentation that must first be submitted, in writing, to the governing Board.