

# **Policy Governing the Reimbursement of All Employee, Commissioner, and Officer Travel, Meal, and Lodging Expenses**

## **Section 1: Purpose**

In accordance with the Local Government Travel Expense Control Act (Public Act 099-0604), the Urbana Park District will reimburse employee, commissioner, and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the District. Reimbursement shall not be paid for any expense which is not related to business and affairs of the District. Employees, commissioners, and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

## **Section 2: Definitions**

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"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.

"Travel" means any expenditure directly incident to official travel by employees, commissioners, and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

## **Section 3: Official Business for which Expenses May Be Reimbursed**

Travel, meal, and lodging expenses shall be reimbursed for employees, commissioners, and officers of the Urbana Park District only for purposes of official business conducted on behalf of the Urbana Park District, which includes but is not limited to offsite or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's, commissioner's, or officer's official duties.

No Urbana Park District employee, commissioner, or officer shall be reimbursed for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

## **Section 4: Maximum Allowable Reimbursement for Expenses**

Travel, meal, and lodging expenses incurred by any employee in excess of \$1,000.00 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

The maximum reimbursement for use of a privately owned automobile for Park District employees, commissioners, and officers will be the mileage rate determined by the most recently published IRS Standard Mileage Rates for Business that has been approved by the Board at the time the expense was incurred. When at all possible, District vehicles should be used.

The maximum reimbursement for airfare for employees, commissioners, and officers will be the lowest available airfare that reasonably meets business travel needs. Park District employees shall use a P-card to pay for airfare expenses. Only coach or economy tickets will be paid or reimbursed. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

Employees, commissioners, and officers will be reimbursed up to a standard single-room at locations convenient to the business activity. District employees shall use a P-card to pay for lodging expenses. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned District business. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges.

Meal reimbursement shall not exceed the meal maximum amount as set by the IRS guidelines for Urbana, IL, noted in the Per Diem procedure. Meals provided by the conference or seminar should be deducted from any per diem allowance, as and if applicable.

Parking fees at a hotel/motel will be reimbursed only with a receipt.

#### **Section 5: Approval of Expenses**

The Board of Park District Commissioners must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting:

1. Any reimbursable expense of an employee that exceeds the maximum amount appropriated and/or allowed.
2. Any reimbursable expense to any officer or member of the Urbana Park District Board of Commissioners.

#### **Section 6: Documentation of Expenses**

Before any reimbursable expenses for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, using the Park District's Travel, Meal, and Lodging Expense Reimbursement Form:

1. An estimate of the cost of travel, meals or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals or lodging if the expenses have already been incurred;
2. The name of the individual who received or is requesting the travel, meal or lodging expense;
3. The job title or office of the individual who received or is requesting the travel, meal or lodging expense; and
4. The date or dates and nature of the official business in which the travel, meal or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1.

#### **Section 7: Effective Date**

March 1, 2017



## Travel, Meal, and Lodging Expense Reimbursement Form

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Name & Date of the Activity/Event: \_\_\_\_\_

Description of the purpose of the expense: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reimbursement Expenses (Estimated Costs or Actual Costs – **submit as soon as travel approved**):

***\*No expenses will be reimbursed without a receipt***

Mileage or Fuel Reimbursement: \_\_\_\_\_ Airfare: \_\_\_\_\_

Parking: \_\_\_\_\_ Hotel/Lodging: \_\_\_\_\_

Meals (as calculated on Per Diem Form: \_\_\_\_\_

Other Transportation (bus, train, taxi, shuttle, etc.): \_\_\_\_\_

Total Expenses to Exceed \$1,000? (circle one, if YES, needs board approval ): YES NO

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

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_



# Request for Travel Per Diem

Per diem is the allowance given to an employee to cover meal expenses while traveling for work. Per diem eliminates the need for employees to prepare, and employers to reconcile a detailed expense report with supporting receipts to document amounts spent on meals while traveling for business. Instead, employers pay employees a standard daily rate without regard to actual expenditure. Per diem is the preferred method of reimbursement for employee meals during business travel.

Per diem form must be submitted before departure or within one week after. Meals will be covered as follows:

- Any meals not covered as part of conference/training/event are eligible. Please mark out any meals that are provided as part of the registration fee.
- If departing prior to 6AM, breakfast is eligible. If returning after 6PM, dinner is eligible.
- Rates are determined by IRS guidelines for Urbana, IL; currently set to \$46 per day.
- The District has designated the following breakdown of amounts per meal:
  - Breakfast: \$9
  - Lunch: \$15
  - Dinner: \$22

When P-Card is acceptable for staff meals:

- Intended for designated staff events/meal meetings. (i.e. UPD hosted dinner at IPRA)
- ALL tips not to exceed 20% (including, but not limited to taxi cabs, food, deliveries, etc.)
- When P-Card is used, sales tax is not permitted.

Name: \_\_\_\_\_

Seminar or Travel Title: \_\_\_\_\_

Location: \_\_\_\_\_

Date & Time Leaving: \_\_\_\_\_

GL Code: \_\_\_\_\_

Date	Breakfast (\$9)	Lunch (\$15)	Dinner (\$22)	Total for Day
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Requested \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_