

ORDINANCE NO. 2017-02

AN ORDINANCE ADOPTING A TRAVEL EXPENSE CONTROL POLICY FOR THE ADDISON FIRE PROTECTION DISTRICT NO. 1 TO COMPLY WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, the Addison Fire Protection District No. 1 (the "District"), DuPage County, Illinois, is a fire protection district duly incorporated under the laws of the State of Illinois, including the Illinois Fire Protection District Act (the "Act", 70 ILCS 705/0.01 et seq.); and

WHEREAS, the Board of Trustees of the District (the "Board") has full power pursuant to Section 6 of the Act (70 ILCS 705/6), to pass all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the Board for carrying into effect the objects for which the District was formed; and

WHEREAS, the Board has established, adopted and continues to maintain certain rules, regulations and polices to govern the corporate administration and operations of the District set forth in a policy manual entitled the "Rules and Regulations of the Board of Trustees of the Addison Fire Protection District No. 1" ("Policy Manual"); and

WHEREAS, Illinois recently enacted the LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT by Public Act 99-0604, signed into law on July 22, 2016 to be effective January 1, 2017 (the "Act," 50 ILCS 150/1 et seq.); and

WHEREAS, the District is a "local public agency" subject to the terms of the Act (Section 5); and

WHEREAS, the Act requires the District's Board, by resolution or ordinance, to regulate the reimbursement of all travel, meal, and lodging expenses of District officers and employees; and

WHEREAS, the Board finds and determines it to be in the best interest of the District, its residents and employees to adopt a travel expense control policy ("Travel Expense Control Policy") as required by the Local Government Travel Expense Control Act.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Addison Fire Protection District No. 1, DuPage County, Illinois, as follows:

Section One: That the Board hereby finds that all of the recitals contained in the preambles to this Ordinance are true and correct, and incorporates them as if written out here in full.

Section Two: Adoption: The following Travel Expense Control Policy shall be adopted, which states as follows:

“Travel Expense Control Policy

A. Purpose

The purpose of this policy is to provide procedures for the approval and reimbursement of all travel expenses incurred by District personnel in connection with their attendance at approved events and/or matters on behalf of and for the benefit of the Addison Fire Protection District No. 1 as required by the Local Government Travel Expense Control Act. 50 ILCS 150/1 *et seq.*

B. Definitions

For purposes of this policy the following terms shall be given these definitions:

1. “Entertainment” shall mean, 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.
2. “Personnel” shall mean all officials, officers and employees of the District, including members of the District Board of Trustees and other District boards, all full-time and part-time firefighters, fire officers, emergency responders, inspectors, administrative and other support personnel, whether sworn, unsworn, or civilian.
3. “Travel Expense” means any expenditure for travel, meal, and/or lodging directly incident to official travel by District personnel.

C. Pre-Approval of Travel Expenses

Prior to incurring any travel expenses associated with the attendance at any event, meeting, training or other matter involving public business on behalf of or for the benefit of the District, District personnel shall submit all projected travel expenses to the Fire Chief or his designee for prior approval. Travel expenses for Board members shall be approved by the Board of Trustees.

D. Payment Options

As determined by the Fire Chief, travel expenses shall be paid through either of the following methods or a combination of both: (1) personal funds or personal credit card to be reimbursed by the District; and/or (2) use of District card.

E. Authorized Expenditures

The payment of travel expenses shall be available to District personnel for expenses incurred incidental to approved District business and activities, including by way of example but not limited to attending training and coordination sessions, meetings and conferences, vehicle and equipment maintenance and support efforts, and other business as expressly approved by the Board. The maximum allowable rate for mileage, lodging and meals shall be in accordance with the reimbursement rates set forth below:

1. **Lodging.** Unless otherwise approved, lodging expenses shall not exceed a maximum of \$250 a night, excluding applicable taxes.
2. **Meals.** Unless otherwise approved, meal expenses shall not exceed \$74 per day. Receipts must be provided for the payment and/or reimbursement of the cost of meals. No payment and/or reimbursement may be made for entertainment.
3. **Mileage.** Personnel shall be reimbursed for mileage at the standard mileage rate promulgated by the Internal Revenue Service for the current year.
4. **Airfare.** Personnel are expected to exercise diligence in obtaining the lowest available airfare and are encouraged to book all airline flights at least thirty (30) days in advance of the scheduled day of travel to avoid premium airline ticket pricing. Personnel should seek to purchase coach or economy class tickets. Upgraded class tickets may be purchased if coach or economy class tickets are not available.
5. **Rental Car.** Use of a rental car must be approved on a case-by-case basis. The District will only pay for or reimburse up to the mid-size car rate of a nationally recognized rental car company.

F. Travel Expense Approval and Reimbursement Form

Prior to or within (10) working days of completion of travel, a travel expense report, with receipts documenting all expenditures, must be submitted for final approval by the Fire Chief and/or the Board of Trustees as required under this policy. Before any expenses may be approved for travel, meals, or lodging for members of the Board of Trustees or employees that exceed the maximum rates set forth in this policy, the following minimum documentation must be submitted, in writing to the Board of Trustees:

- (i) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of travel, meals, or lodging if the expenses have already been incurred;
- (ii) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (iii) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense;
- (iv) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

The District's standardized Travel Expense Approval and Reimbursement Form for the submission of travel expenses for trustees and employees are attached hereto and incorporated herein at **Exhibit A** and **Exhibit B**.

G. Travel Expenses Exceeding the Maximum Rate

The Board reserves the unfettered right to approve, on a case-by-case basis, travel expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances pursuant to Section 10 of the Act (50 ILCS 150/10).

H. Roll Call Vote for Approval of Travel Expenses

A roll call vote passed by a majority of the Board of Trustees at an open meeting shall be required to approve the payment or reimbursement of travel expenses of the following:

- 1. Any officer or employee that exceeds the maximum reimbursable amounts set for in this policy; and
- 2. Any member of the Board of Trustees.

I. Entertainment Expenses

Reimbursement for expenses related to "entertainment," as defined herein, shall be prohibited unless ancillary to the purpose of a permitted program or event.

J. Employee Repayment for Disallowed Expenses

To the extent the Board does not approve a District employee's submitted travel expenses that exceed the maximum rates set forth in this policy, that employee shall be responsible for the payment and/or reimbursement to the District of that portion of such expenses that exceed the maximum rates under this policy.

K. Collective Bargaining Agreement

In the event of any conflict between this policy and the terms of a collective

bargaining agreement covering District employees, the two shall be read together and deemed supplementary to each other wherever possible, but the collective bargaining agreement's provisions shall prevail if there is a direct conflict and this policy and the collective bargaining agreement cannot be read together.

LEGAL REF.: 50 ILCS 150/1 et seq."

Section Three: The invalidation of any section, party, provision, term or phrase of this Ordinance by a court of competent jurisdiction shall not affect the validity of the remaining sections, parts, provisions, terms or phrases of this Ordinance.

Section Four: This Ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of March, 2017.

AYES: 3

NAYS: 0

ABSENT: 0



Michael J. Super
Michael Super, President, Board of Trustees
Addison Fire Protection District No. 1

Charles Baxa, Jr.
Charles Baxa, Jr., Secretary, Board of Trustees
Addison Fire Protection District No. 1

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

SECRETARY'S CERTIFICATE

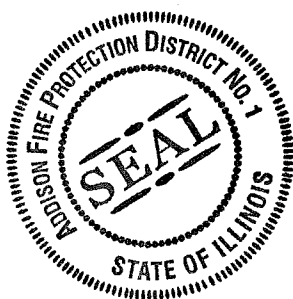
I, CHARLES BAXA, JR., the duly qualified Secretary of the Board of Trustees of the Addison Fire Protection District No. 1, DuPage County, Illinois, do hereby certify that the attached hereto is a true and correct copy of an Ordinance entitled:


ORDINANCE NO. 2017- 02

AN ORDINANCE ADOPTING A TRAVEL EXPENSE CONTROL POLICY FOR THE ADDISON FIRE PROTECTION DISTRICT NO. 1 TO COMPLY WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

which Ordinance was adopted by the Board of Trustees of the Addison Fire Protection District No. 1 at a meeting held on the 1st day of March, 2017. I do further certify that a quorum of said Board was present at said meeting, and that the Board complied with all requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of March, 2017.





Charles Baxa, Jr., Secretary, Board of Trustees
Addison Fire Protection District No. 1

EXHIBIT A - Travel Expense Approval Reimbursement Form - Trustee Form



Addison Fire Protection District
Travel Expense Approval and Reimbursement Form
Trustee Form

Today's Date: _____

Requestor (s):

Print Name _____ Print Name _____

Print Name _____

To: Secretary, Board of Trustees

Reason for Travel – Conference / Other – explain _____

Name of Conference / Other - _____

Please attach the Conference / Education Flyer

Date(s) of activity - _____

Attach all Receipts

1. Conference / course fee _____
2. Mileage total _____ / Cost _____ if reimbursement is requested. POV \$0.54 / GOVA \$0.19
3. Total fuel cost _____
4. Per Diem cost (total) _____ / per day _____ \$74 allowed
5. Lodging cost (total) _____ / per day _____ \$250 allowed
6. Travel Cost _____
7. Miscellaneous _____
- 8.

Add line 1-7 for total cost

Amount paid by District _____ Reimbursement Due (PO needed) to Requestor _____

Comments: _____

Verification by Certification

Under penalties as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure [735 ILCS 5/1-109], the undersigned requestor certifies that the above travel expense(s) were incurred, or otherwise will be incurred, and are necessarily incidental to approved District business and activities and that the statements set forth in this instrument are true and correct.

Requestor's Printed Name _____ Name signature _____



EXHIBIT B - Travel Expense Approval Reimbursement Form - Employee Form

**Addison Fire Protection District
Travel Expense Approval and Reimbursement Form**

Today's Date: _____

Requestor (s):

Print Name _____ Print Name _____

Print Name _____ Print Name _____

Print Name _____ Print Name _____

Through: Fire Chief or Designee/ Initial _____ / Print Name _____

To: Secretary, Board of Trustees / if needed

Reason for Travel – Conference / Other – explain _____

Name of Conference / Other - _____

Please attach the Conference / Education Flyer

Date(s) of activity - _____

Attach all Receipts

1. Conference / course fee _____
2. Mileage total _____ / Cost _____ if reimbursement is requested. POV \$0.54 / GOVA \$0.19
3. Total fuel cost _____
4. Per Diem cost (total) _____ / per day _____ \$74 allowed
5. Lodging cost (total) _____ / per day _____ \$250 allowed
6. Travel Cost _____
7. Miscellaneous _____

Add line 1-7 for total cost

Amount paid by District _____ Reimbursement Due (PO needed) to Requestor _____

Comments: _____

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Requestor's Printed Name _____ Name signature _____