

**Glencoe Park District**  
**Reimbursement of Travel, Meal, and Lodging Expenses Policy**  
**Ordinance No. 856**

**1.0 Purpose.** The Board of Commissioners of the Glencoe Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

**2.0 Definitions.** "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 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.

**3.0 Authorized Types of Official Business.** Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

**4.0 Categories of Expenses.**

1. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare. Submission of receipts is required for all airfare expenses.

2. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the

price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

3. **Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid– size cars are required for two or fewer employees or officers traveling together and a full– size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company. Submission of receipts is required for all car rental expenses.
4. **Public Transportation:** In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler’s residence), regardless of the transportation method chosen. When attending training or business directly from an employee’s or officer’s residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler’s normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. **Other Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged. Submission of receipts is required for any other transportation expenses.
6. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. 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 Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. 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. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Park Commissioners. Lodging expenses shall not exceed the then current per-diem rate set by the U.S. General Services Administration (GSA). Submission of receipts is required for all lodging expenses.
7. **Meals:** Meal reimbursement is limited to the current GSA regulations in place at the time the expense is occurred. Prior approval by the Board of Park Commissioners and submission of receipts are required for per diem allowances that exceed the then current per-diem rate established by the GSA. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure

and return days based on GSA regulations. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

8. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel (Personal Travel/Travel Companions):** A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.
10. **Parking:** Parking fees at a hotel/motel will be reimbursed only with a receipt.

## 5.0 Approval of Expenses.

- 5.1 **Expenses for Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
- 5.2 **Expenses for Officials or Employees Other than Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA (\$286 per day as of September 2016, excluding airfare which would be \$350 round trip coach fair) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
- 5.3 **Advanced Expenses:** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District other than members of the Board of Commissioners must be approved by the Executive Director or his/her designee prior to payment. Documentation of expenses must be provided in accordance with Section 4.0 of this policy. In addition, the Board Commissioners ratification and approval of the monthly payables through roll call vote shall serve as further confirmation

that said travel, meal and lodging expense reimbursements and expenditures fall within the maximum amounts allowed.

**5.4 Other Expenses:** All other expenses that do not fall within paragraphs 4.1 to 4.11 are subject to the Executive Director's approval.

**6.0 Documentation of Expenses.** Before an expense for travel, meals, or lodging may be approved under Section 5.0 of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Request To Attend Overnight Conference/Workshop.

- (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 for 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.

**7.0 Request to Attend Overnight Conference/Workshop Form.** The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Request to Attend Overnight Conference/Workshop Form.

**8.0 Maximum Allowable Reimbursement.** Travel expenses shall not exceed \$3,000 in the aggregate for in-state and \$5,000 for out of state.

**9.0** No reimbursement shall be paid to elected official, employee, or officer for any Entertainment expense. "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.

Approved by the Board of Park Commissioners: 11/15/2022

Previous Versions Approved: 11/15/2016

Executive Director's Signature: \_\_\_\_\_ Board President's Signature: \_\_\_\_\_