
**NILES TOWNSHIP
COOK COUNTY, ILLINOIS**

**ORDINANCE
NO.04-2023**

**AN ORDINANCE ESTABLISHING AND ADOPTING A TRAVEL EXPENSE POLICY
FOR ELECTED OFFICIALS OF NILES TOWNSHIP, COOK COUNTY, ILLINOIS**

TOWNSHIP BOARD
BONNIE KAHN OGNISANTI, Supervisor
CHARLES LEVY, Clerk

DONALD GELFUND
MARK COLLINS
PEGGY TOLLESON
KITTY KENDRICK
Trustees

Published in pamphlet form by authority of the Supervisor and Board of Trustees of Niles Township on March 13, 2023

**Prepared by ODELSON, STERK, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys -
3318 West 95th Street - Evergreen Park, Illinois 60805**

**NILES TOWNSHIP
ORDINANCE NO.04-2023**

**AN ORDINANCE ESTABLISHING AND ADOPTING A TRAVEL EXPENSE POLICY
FOR ELECTED OFFICIALS OF NILES TOWNSHIP, COOK COUNTY, ILLINOIS**

WHEREAS, Niles Township, Cook County, State of Illinois (the “Township”) is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et. seq.*, and all laws amendatory thereto; and

WHEREAS, the Illinois General Assembly has adopted the Local Government Travel Expense Control Act (50 ILCS 150/1 *et seq.*);

WHEREAS, the Act mandates that all non-home rule local governments “shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees” and maintain certain documentation reflecting such;

WHEREAS, the Township, in recognition of this Act, wishes to establish and adopt a policy that provides the rules and the process for the elected officials of the Township to be reimbursed for travel, meal, and lodging expenses; and

WHEREAS, the travel expense policy is attached to and incorporated into this Ordinance as Exhibit 1; and

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Supervisor and the Board of Trustees of Niles Township, Cook County, Illinois, as follows:

Section 1: The recitals contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance by reference.

Section 2: The Township Board hereby approves the Travel Expense Policy for Elected Officials, which is attached hereto and incorporated into this Ordinance as **Exhibit 1**.

Section 3: If any section, paragraph, or provision of this Ordinance shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 4: All Township ordinances, policies, resolutions, motions, orders, or parts thereof conflict with or inconsistent with any of the provisions of this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

Section 5: This Ordinance shall be in full force and effect upon its passage and approval.

[Remainder of Page Intentionally Left Blank]

PASSED by the Supervisor and Board of Trustees of Niles Township, Cook County, Illinois this 13th day of March 2023 pursuant to a roll call vote, as follows:

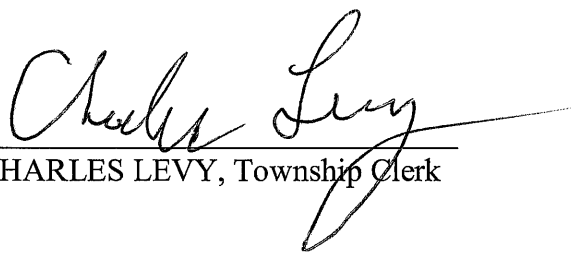
	YES	NO	ABSENT	PRESENT
Trustee Gelfund	✓			
Trustee Collins			✓	
Trustee Tolleson	✓			
Trustee Kendrick	✓			
Supervisor Kahn Ognisanti	✓			
TOTAL	4		10	

APPROVED at a Regular Meeting of the Board of Trustees of Niles Township, on March 13th, 2023.



 BONNIE KAHN OGNISANTI, Supervisor

ATTEST:



 CHARLES LEVY, Township Clerk

NILES TOWNSHIP ORDINANCE NO. 04-2023

EXHIBIT 1

**NILES TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED OFFICIALS AND
EMPLOYEES OF NILES TOWNSHIP**

NILES TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED OFFICIALS AND EMPLOYEES OF NILES TOWNSHIP

Purpose

The Township will reimburse employees and officers of the Niles for travel, meal, and lodging expenses incurred by such employees and officers and deemed “necessary expenditures” in connection with Official Business of Niles Township. 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.

Definitions

“Necessary expenditures” means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Township. Niles Township is not responsible for losses due to an employee’s own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the Township’s negligence

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, concerts, sporting events, or any other places of public or private entertainment or amusement.

“Lodging” means hotels/motels/resorts and other accommodations at which an employee or officer stays while on Official Business.

“Meals” means food, beverages, snacks, water, and other refreshments, but does not include personal supplies, for which expenses are incurred by employees or officers while on Official Business.

“Official Business” means off-site or out-of-town meetings, pre-approved seminars, conferences, educational events, conventions, or other events directly related to the purposes of and benefit to the Township, or directly related to the employee’s or officer’s official duties, which the Township has directed or authorized an employee or officer to attend.

“Travel” means any transportation or related services for Official Business for which expenditures or charges are incurred by employees and officers of the Niles Township.

Authorized Types of Official Business

Travel, meal, and lodging expenses shall be reimbursed for employees and officers of the Township **only** for purposes of Official Business. No payment or reimbursement may be made for Entertainment unless such Entertainment expense is ancillary to the purpose of the program or event for which the Official Business travel was approved prior to the event.

Maximum Allowable Expenses

Maximum Expenses – Travel, meal, and lodging expenses incurred by any employee or officer for Official Business must not exceed \$1,000.00 unless otherwise approved in an open meeting by a majority roll-call vote of the Board of Trustees.

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 for or reimbursed.

Personal Automobiles – Travelers must check to see if a Township-owned vehicle is available before asking for approval to use their personal vehicles for Official Business. Use of a personal vehicle for Official Business must be approved prior to the use. 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 unless said distance from the employee's or officer's residence is less than the mileage from the work location office to the off-site location. 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. 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.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile and for gasoline expenses only as provided in this section. Travelers using rental cars to conduct Official Business are required to purchase insurance through the rental agency or provide proof of personal insurance equivalent to the rental agency's insurance. Car rental insurance will cover the vehicle during personal use, *e.g.*, using the vehicle after the event 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.

Tolls – The Township will reimburse an employee for incidental tolls associated with approved travel for Official Business.

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 will be made upon documentation of a paid receipt. When attending training or 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 traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single room at locations convenient to the Official Business activity. In the event of a change in plans or cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Township unless approved by a vote of the Board of Trustees.

Meals – Receipts must substantiate the cost of the meals. The established rate (*per diem*) is \$100 per day. If the destination city is an area of high cost, the Board of Trustees may approve reasonable expenditures in excess of the established rate. No payment or reimbursement may be made for personal supplies. If some meals are included in the prepaid registration fees, the employee or officer of the Township may not be reimbursed for those meals.

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 Reimbursement Form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on Official Business, any lodging, transportation, meals, or other expenses above those incurred for the authorized traveler will not be reimbursed by the Township.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt. Employee/Official is encouraged to use an app when looking for parking rates, such as SpotHero, ParkChirp, etc. to minimize the parking fee costs.

Approval of Expenses

The employee/official shall submit any necessary expenditure with appropriate supporting documentation **within 30 calendar days** after incurring the expense. Failure to provide the appropriate supporting documentation within 30 calendar days may result in no reimbursement or partial reimbursement.

Travel, meal, and lodging expenses already incurred by an employee or officer (other than a member of the Board of Trustees) for Official Business not exceeding the maximum (\$1,000.00) may be approved by the Supervisor, Administrator, or his/her designee in conformity with this Policy, without the separate approval of the Board of Trustees, except as otherwise provided herein.

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

Travel, meals, and lodging expenses in whatever amount incurred by any member of the Board of Trustees must be approved by roll-call vote at an open meeting of the Board of Trustees.

Travel, meal, and lodging expenses in advance of travel for Official Business or advanced as a *per diem* to any employee, officer, or any member of the Board of Trustees must be approved by roll-call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses actually incurred must be provided in accordance with Sections C, D, and F of this policy, and any amount received by the advance approval or from the advanced *per diem* in excess of the actual expense incurred must be repaid by the employee, officer, or member of the Board of Trustees.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees on a 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 for 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.

Prior to incurring any expenses in the scope of employment, the employee should confer with the Supervisor, Administrator, or his/her designee to determine whether the expense is necessary and authorized, and if so, the proportion of the expense that is directly related to the services performed for the Township and which will be reimbursed to the employee in accordance with this policy.

Employees are not authorized to incur a work-related expense without first conferring with the Supervisor, Administrator, or his/her designee for a determination on whether the expense is necessary.

NOTICE: All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Niles Township hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Niles Township Travel, Meal, and Lodging Expense Reimbursement Form.

This Policy was adopted and approved by the Niles Township Board on March 13, 2023, by Ordinance Number 04-2023.

NILES TOWNSHIP GOVERNMENT REIMBURSEMENT FORM

5255 Lincoln Ave.
Skokie, IL 60077

Telephone: 847-673-9300
Fax: 847-673-2981

EXPENSE REPORT

Elected Official/Employee: _____

Purpose of expense: _____

Date	Description	Transportation/ Mileage	Lodging	Meals	Other	Total
Totals						
Subtotal						
Less cash advanced						
Total owed to you						
TOTAL DUE						

Signature: _____

Date: _____

Approved by: _____

Date: _____

Date	Person(s) Entertained	Title	Business Purpose	Name of Place	Total
TOTAL					

RECEIPTS MUST BE ATTACHED TO EXPENSE FORM

INTERNAL USE ONLY	
Account Charged to:	
Check Number:	