

VILLAGE OF HAMMOND  
PIATT COUNTY, ILLINOIS

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ORDINANCE #2017-01

"AN ORDINANCE RE: TRAVEL, MEAL, AND LODGING EXPENSES"

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ADOPTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF HAMMOND THIS  
16<sup>th</sup> DAY OF FEBRUARY, 2017

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Published in pamphlet form by authority of the Village Board of the Village of Hammond, Piatt  
County, Illinois, this 16th day of February, 2017

VILLAGE OF HAMMOND  
PIATT COUNTY, ILLINOIS  
ORDINANCE #2017-01

"AN ORDINANCE RE: TRAVEL, MEAL, AND LODGING EXPENSES"

**WHEREAS**, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

**WHEREAS**, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal, and lodging expenses;

**NOW, THEREFORE**, be it ordained by the corporate authorities of the Village of Hammond as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. 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.

"Public Business" means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the Village of Hammond to carry out the responsibilities of Village of Hammond business.

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

Section 3. The Village of Hammond shall only reimburse permitted travel expenses as set forth on Exhibit A to this Ordinance.

Section 4. The Village of Hammond shall only approve reimbursement of expenses if the Board member, officer, or employee submits said expenses on the Village's Reimbursement Request Form, attached as Exhibit B. All documents submitted to the Village of Hammond for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

Section 5. Expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 3 of this Ordinance or (2) any member of the Board of Trustees of the Village of Hammond may only be approved by roll call vote at an open meeting of the Board of Trustees of the Village of

Hammond. However, in the event of an emergency or other extraordinary circumstances, the Board of Trustees may approve more than the maximum allowable expenses set forth above.

Section 6. The Village of Hammond shall not reimburse any Village Board member, employee, or officer for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

Section 7. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 8. This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law. Any and all prior Ordinances not conforming herewith are hereby revoked and declared to be null and void.

Passed by the Board of Trustees of the Village of Hammond, Piatt County, Illinois, this 16th day of February, 2017, by the following roll call vote:

AYES: 6

NAYS: 0

ABSENT: 0

Approved by the President of the Board of Trustees of the Village of Hammond, this 16th day of February, 2017.

Patricia Webb  
President, Board of Trustees  
Village of Hammond, Piatt County, Illinois

ATTEST:

Brenda Sebens  
Village Clerk  
Village of Hammond, Piatt County, Illinois

EXHIBIT A – PERMISSABLE TRAVEL EXPENSES

**Types of Official Business Applicable to this Policy.** The Village of Hammond shall only reimburse travel expenses, including transportation, meals, and lodging that are ancillary or otherwise necessary for official Village business. Types of official Village business for which travel expenses may be reimbursed include conferences, trainings, meetings, citizen events, board or administrator events, lobbying, or other government relations activities, or any other event or program that is attended to benefit the Village of Hammond.

The maximum reimbursable rates for travel are set forth as follows:

**Maximum Reimbursable Rates for Transportation:**

Air Travel	Lowest reasonable rate (coach)
Auto	\$0.54 / mile (IRS standard mileage rate)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

**Maximum Reimbursable Rates for Meals:**

Breakfast	\$5.50
Lunch	\$5.50
Dinner	\$17.00

**Maximum Reimbursable Rates for Lodging:**

Chicago and Suburban Cook County	\$132.00
DuPage, Kane, Lake, McHenry, and Will Counties	\$80.00
All other Illinois Counties	\$60.00
Outside of Illinois	\$90.00

The following expenses **shall not** be reimbursable:

Alcoholic beverages, personal items, travel insurance, supplemental rental car charges (insurance, locksmith, luxury vehicles), extra baggage charges, and laundry.

EXHIBIT B – TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under Village Ordinance #2017-01, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the Village of Hammond:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual’s job title or office.

\_\_\_\_\_  
Name of Employee or Officer

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) 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. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Trustees in considering your request for reimbursement. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required prior to action by the corporate authorities with respect to the reimbursement request.

\_\_\_\_\_  
Employee/Officer Signature

\_\_\_\_\_  
Date

CERTIFICATE OF PUBLICATION

I, Brenda Sebens, Village Clerk/Treasurer of the Village of Hammond, Piatt County, Illinois, de hereby certify that the foregoing and attached, "An Ordinance Re: Travel, Meal, and Lodging Expenses", is a true and correct copy of said Ordinance duly adopted and enacted by the Village Board of Trustees at its regular meeting on the 16<sup>th</sup> day of February, 2017, by the following roll call vote: ayes 6 nays: 0 absent: 0 and that the same was published by publication in pamphlet form on the 16<sup>th</sup> day of February, 2017.

Dated this 16<sup>th</sup> day of February, 2017.

Brenda Sebens  
Village Clerk of the Village of Hammond  
Piatt County, Illinois