

ORDINANCE NO. _____

**AN ORDINANCE PERTAINING TO TRAVEL, MEAL, AND LODGING EXPENSES
FOR THE CITY OF PEORIA**

WHEREAS, the Illinois General Assembly enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act” (50 ILCS 150/1 *et seq.*) (Act), which became effective on January 1, 2017; and

WHEREAS, the law provides that local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal and lodging expenses of officers and employees; and

WHEREAS, even though the law does not pre-empt home rule powers, in order to provide additional transparency and accountability regarding the expenditure of public funds, the City of Peoria wishes to establish a more detailed and formal procedure for submitting, reviewing, and approving expenses and travel reimbursements; and

WHEREAS, the City wishes to ensure that elected and appointed officials and employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will ensure the promotion of economy in City government; and

WHEREAS, the purpose is not to create an additional source of income beyond the official's or employee's compensation

NOW, THEREFORE, be it ordained, by the **City Council of the City of Peoria** as follows:

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

Section 2. Definitions. As used in this article, the following terms shall have the meanings indicated:

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 — Expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City of Peoria to carry out the responsibilities of City of Peoria business.

TRAVEL — Any expenditure directly incident to official travel by employees and officers of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. The City of Peoria shall only reimburse the following types of travel, meal and lodging expenses incurred by its elected officials, officers and employees when travel takes them outside the City of Peoria, up to the maximum allowable amounts, as set forth below: _____

Travel expenses.

- A. Prior authorization for all trips must be obtained by department heads, or in the case of travel by department heads, the travel shall be approved by the City Manager. All travel shall be approved prior to the beginning of travel. Said approval shall be in writing.
- B. All travel shall be by the most direct route and City-owned vehicles shall be used whenever possible. All travel shall be by the most economical mode of transportation available, considering travel time, costs and work requirements.
- C. When the use of a privately owned vehicle is necessary or desirable in consideration of the City's travel policy and expenditures, it may be used at the reimbursement rate given in the current year's Internal Revenue Service provision for determination of mileage for business purposes.
- D. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on a travel voucher, along with a travel log that indicates date, purpose of trip and total mileage.

Meal expenses.

- A. When traveling outside of the City of Peoria, reimbursement for meals and tips shall be allowed in accordance with the current year's per-diem rates established by the Government Services Administration (GSA) within the continental United States. These rates shall govern lodging, meals and incidental expenses as published by GSA. In the event the actual cost of the meals is less than the per-diem rates published by GSA, the reimbursement shall be limited to the actual cost of the meals. A travel log must be submitted with the request for reimbursement which substantiates the business purpose, the travel dates, the applicable meals to be reimbursed for each day, and the place of the travel. Meals and tips will not be reimbursed if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure must be submitted with the travel log at the time of request for reimbursement.
- B. Cash advancement of per-diem for meals is allowable unless the employee or official has a City issued procurement card. Advancements are subject to the same requirements as listed above in section A. All receipts proving the use of the per-diem are required as part of the employee or officials travel expense voucher.
- C. *Alcoholic beverages are excluded from reimbursement.*
- D. Any requests for an exception to the foregoing requirements shall be presented in writing to the department heads or in the case of a department head to the City Manager or in the case of an elected official to the City Council.

Lodging.

- A. Lodging expenses shall be reimbursed at the federal per-diem rates unless the actual expenses are less than the cost of the lodging. The person traveling shall always seek and use, when available, the economy room rate offered by the hotel.
- B. Receipts are required to be submitted with the travel expense voucher to support the accommodation expenses claimed.

Notwithstanding the foregoing, a person staying in the least expensive available room in a hotel or motel in which a conference or meeting he or she is attending is being held will be reimbursed for the actual lodging costs, provided the person has received the prior written approval of the department head or the City Manager. The person shall confirm at the check-in time that the room is the least expensive available, and the person shall certify the above on his or her travel expense voucher.

Request form required.

No reimbursement of travel, meal or lodging expenses incurred by a City employee or officer shall be authorized unless the travel, meal and lodging expense reimbursement request form has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 et seq.).

Additional expenses.

Expenses for travel, meals and lodging of any elected official, officer or employee that exceed the maximum reimbursement allowed under the regulations adopted under this Ordinance, or any member of the corporate authorities of the City of Peoria, may only be approved by roll call vote at an open meeting of the corporate authorities of the City of Peoria. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth above.

Entertainment expenses.

The City of Peoria shall not reimburse any elected official, employee or officer for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this ordinance.

Miscellaneous expenses.

- A. The following items may be reimbursed by the City if authorized by the department head or the City Manager: taxicab or rideshare fees, parking fees,

bridge, road and tunnel tolls, storage of baggage, car rentals and tips for parking attendants and baggage handling.

- B. Any miscellaneous expenses in excess of \$20 shall be accompanied by a receipt.

Exceptions to travel regulations.

Any exceptions to the above travel policy regulations may be granted when necessary to meet special circumstances. Any request for an exception to the above regulations shall be presented in letter form to the department head or in the case of a department head to the City Manager or in the case of an elected official to the City Council for approval.

Other expense guidelines.

- A. No request for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the City. Travel expense items billed to a credit card should accompany an appropriately signed and completed City voucher for reimbursement.
- B. Business meals and expenses. Business breakfasts, lunches and dinners for both City employees and appropriate guests, which guests are involved in the course of conducting City business, shall be deemed a legitimate expense for City officials, employees and appropriate City guests.

Violations.

Any misrepresentation or misuse of this policy shall be grounds for disciplinary action.

Section 4. Repeal of Conflicting Provisions. All ordinances, resolutions and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 5. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is rules unconstitutional or otherwise invalid, such invalidity shall not affect other provisions of applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 6. This Ordinance shall be in full force and effect after its passage.

PASSED THIS ____ day of _____, 20_____.

AYES: _____

NAYS: _____

ABSTENTIONS: _____

ABSENT: _____

APPROVED THIS ____ day of _____, 20_____.

Mayor

ATTEST: _____
Clerk

EXAMINED AND APPROVED:
