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RESOLUTION APPROVING POLICY TO REGULATE REIMBURSEMENT OF TRAVEL, MEAL, AND LODGING EXPENSES

WHEREAS, pursuant to the Local Government Travel Expense Control Act (Public Act 99-0604, effective January 1, 2017), non-home rule local public agencies are required to determine and regulate allowable travel expenses of their officers and employees;

NOW, THEREFORE, BE IT RESOLVED by the Skokie Public Library Board of Trustees ("Board of Trustees" or "Library Board"), as follows:

Section 1. Declaration and Adoption of Policy. It shall be the policy of this Board of Trustees to regulate, as required by the Local Government Travel Expense Control Act (the "Act"), travel-related expenses of members of the Library Board and employees of Skokie Public Library (the "Library") which may be incurred and paid for or reimbursed by the Library. To that end, the Board of Trustees hereby adopts and establishes its policy on that subject, including Exhibit A ("Allowable Travel Expenses") and Exhibit B ("Travel Expense Request Form") which are attached to and made a part of this Resolution.

Section 2. Definitions. The following terms, as used in relation to complying with the Act, have the meanings set forth below:

"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 the entertainment is ancillary to the purposes of the program or event which constitutes official business of the Library as described in Section 3 and Section 7 below.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Library.

Section 3. Official Business for Which Travel, Meal, and Lodging Expenses are Allowed. The Library will pay only those travel expenses, including for transportation, meals, and lodging, that are ancillary to or otherwise necessary for the following types of official Library business: conferences; meetings; inter-governmental relations activities; or other events or programs which a Board member or employee attends to further the mission of the Library.

Section 4. Maximum Allowable Expenses. Expenses incurred on official Library business as described in Section 3 above are eligible for approval, up to the maximum allowable rates shown by category of expense on Exhibit A attached to and made a part of this Resolution, which Exhibit A may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Library Director approved by the Board of Trustees.

Section 5. Travel Request Form. The Library shall only approve reimbursement of travel-related expenses of a Board member or employee if the proposed expenses are submitted on the Library's Travel Expense Request Form.

Section 6. Board Approval of Certain Incurred or Reimbursable Expenses. The following expenses for travel, meals and lodging may be approved only by a roll call vote of the Board of Trustees at an open meeting of the Board:

- a. Expenses of an officer or employee that exceed the maximum allowed under Section 4 of this Resolution, including those incurred due to an emergency or other extraordinary circumstances.
- b. Expenses of a member of the Library Board of Trustees.

Section 7. General Prohibition on Reimbursement of Entertainment Expenses. The Library may not reimburse any member of the Board of Trustees, officer, or employee for any entertainment expense.

Section 8. Compliance with Act and Repeal of Resolutions, etc. in Conflict. The Library shall comply with all requirements of the Act, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

Section 9. Effective Date. This Resolution shall be in full force and effect upon its passage.

AYES: 6

NAYS: 0

ABSENT: 1

APPROVED THIS 13th day of November, 2024.

ATTEST:

Gene Griffin, President, Board of Trustees

Mary Pietrucha, Secretary, Board of Trustees

EXHIBIT A: ALLOWABLE TRAVEL EXPENSES

In accordance with the *Illinois Local Government Travel Expense Control Act* (the "Act") (50 ILCS 150/1) the amounts in this policy represent the maximum allowable reimbursement to staff without a roll call vote of the Library's Board of Trustees. The actual amount reimbursable for each event will vary based upon its location. Also, in accordance with the Act, no expense will be reimbursable to the Board of Trustees without a roll call vote of the Board of Trustees.

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach) and actual reasonable rate for one standard-sized piece of luggage per flight
Auto	IRS standard mileage rate at time of travel
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate plus applicable gratuity
Parking	Actual reasonable rate

Maximum Reimbursable Rate for Meals

- Actual costs for meals and gratuity will be reimbursed up to a maximum average of \$80 per day for the duration of the event. Purchases of alcoholic beverages will not be reimbursed.

Maximum Reimbursable Rate for Lodging

- Lodging will be reimbursed at the actual reasonable rate for a single occupancy standard room to a maximum of \$420 per night.
- No expenses for lodging in Cook, DuPage, Kane, Lake, McHenry, and Will counties in Illinois will be reimbursed.
- Only the cost of the room and associated taxes and fees will be reimbursed.
- Examples of charges that will not be reimbursed are in-room entertainment, long-distance phone calls, dry cleaning, and any damages that are assessed.
- Meals charged to the room will be counted against the maximum reimbursable rate for meals as outlined above.