

# Wood Dale Library

520 North Wood Dale Road  
Wood Dale, Illinois 60191  
Telephone: (630) 766-6762  
Fax: (630) 766-5715  
www.wooddalelibrary.org



## ORDINANCE #10 2016

### ORDINANCE REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

#### Recitals and Definitions

1. **Requirement.** This Ordinance is adopted by the Board of Library Trustees of the Wood Dale Public Library District responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
2. **Reimbursable Rates.** The Library District shall reimburse permitted expenses as set forth on the attached Exhibit A.
3. **Reimbursement Request Form.** The Library District shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library District's Reimbursement Request Form (Exhibit B).
4. **Entertainment Expenses.** The Library District shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
  - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
  - b. Any reimbursable expense of a Library Trustee.
6. **Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful consistent with this Ordinance and the Act.
7. **Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.
8. **Effective Date.** This Ordinance shall be in full force and effect from and after its adoption.

Adopted November 21, 2016, pursuant to a roll call vote as follows:

AYES: Dunn, Matuszewski, Norris, Sparacio, Winger, Zaremba

NAYS: ∅

ABSENT: Krebasch

ABSTAIN: ∅

Barbara E. Dunn

Barbara E. Dunn, President,  
Board of Library Trustees of the  
Wood Dale Public Library District

(Library District Seal)

ATTEST:

Lynnette Zaremba

Lynnette Zaremba, Secretary,  
Board of Library Trustees of the  
Wood Dale Public Library District

**PERMITTED TRAVEL EXPENSES**

The Library District shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library District business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library District's mission.

The maximum reimbursable amounts are as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.54 for 2016)
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago and Suburban Cook County	\$150.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$150.00 / night
All other Illinois Counties	\$150.00 / night
Outside of Illinois	As approved by the Board

**REIMBURSEMENT REQUEST FORM**

- (1) Name and title of the person who received or is requesting reimbursement of travel, meal, or lodging expense:

\_\_\_\_\_  
Name

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

- (2) Date or dates and nature of the Library District business in which the travel, meal, or lodging expense was or will be expended.

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

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

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

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

- (3) Documentation describing the Library District business event or program is attached, if appropriate.
- (4) Attachments:
- (a) An explanation of the basis for your estimated travel expenses if expenses have not yet been incurred; or
  - (b) Receipts if the expenses have been incurred.
- (5) You may provide the Library Board with such other documentation as would assist the Library Board consider your request for reimbursement.
- (6) In the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date