
ORDINANCE NO. 2016-17-34

An Ordinance Amending the Johnsburg Municipal Code to Regulate the Reimbursement of Village Employees and Officials for Travel, Meal, and Lodging Expenses

AN ORDINANCE PASSED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF JOHNSBURG
AT A REGULAR MEETING ON JANUARY 3, 2017
PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF JOHNSBURG

President

Edwin P. Hettermann

Board of Trustees

Tom Curry
Kyle Frost
John Huemann
Mary Lou Hutchinson
Greg Klemstein
Kevin McEvoy

Village Administrator

Claudett E. Peters

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BE IT ORDAINED by the President and Board of Trustees of the Village of Johnsburg, McHenry County, Illinois, as follows:

SECTION 1: The Johnsburg Municipal Code shall be amended to add a new Section 3.07, Travel Expense Reimbursement, to Chapter 3 of the Johnsburg Municipal Code as follows:

3.07 TRAVEL EXPENSE REIMBURSEMENT

A. Interpretation. This section shall be interpreted to be consistent with the Local Government Travel Expense Control Act, 50 ILCS 150.

B. Definitions. As used in this section:

- a. "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.
- b. "Travel" means any expenditure directly incident to official travel by employees and officers of the Village or direct payment to private agencies providing transportation or related services.

C. Official Business Requiring Expenses. Travel, meal, and lodging expenses will only be allowed for official business of the Village which is necessary to the functioning or improvement of the Village. If the business can be done remotely, no expenses will be allowed. All effort shall be taken to avoid expenses. This includes scheduling meetings within the Village as opposed to offsite.

D. Entertainment Expenses. No entertainment expenses may be reimbursed.

E. Maximum Reimbursement. The maximum reimbursements allowed for expenses shall be:

- a. Mileage: The current rate for mileage set by the Internal Revenue Service.
- b. Meals (Breakfast, Lunch, Dinner), Lodging and other travel related expenses: In accordance with Government Standard Accounting (GSA) published rates.

F. Emergencies: In emergencies, amounts in excess of the above maximum limits may be permitted by the corporate authorities.

G. Expense Form: All anticipated and incurred expenses shall only be approved if submitted in the proper manner, including the information listed below.

H. Approval by the President: The Village President is responsible for approving expenses incurred by employees and officers which are under the amounts in subsection (e).

I. Approval by Corporate Authorities: Any expenses incurred or to be incurred over the maximum levels in subsection (e), and any expenses incurred or to be incurred by members of the corporate authorities, may only be approved if the following information is provided by the employee or Board Member in writing, signed and dated and approved by the President and Board of Trustees by a roll-call vote at an open meeting:

- a. Name and Position (employee, trustee, etc.);
- b. Date(s) for which reimbursement is requested;
- c. Nature of the official business requiring this expense;
- d. Detailed estimate of anticipated expenses OR explanation of expenses incurred; and
- e. Any receipts for expenses already incurred must be attached to the submission; if a longer explanation is required, please provide additional information.

J. Public records: This policy and all forms submitted relative to this policy are public records.

K. No Right to Reimbursement: Nothing in this policy shall be construed as a right for any employee or officer to be reimbursed for expenses. No reimbursement may be given without approval by the President or the corporate authorities. Employees and officers should, to the extent possible, obtain prior approval of their anticipated expenses before incurring any expenses.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye: Trustees McEvoy, Frost, Huemann, Curry and Hutchinson

Voting Nay: None

Abstain: None

Absent: Trustee Klemstein

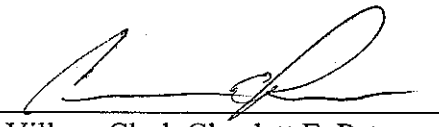
APPROVED:



Village President Edwin P. Hettermann

(SEAL)

ATTEST:



Village Clerk Claudett E. Peters

Passed: January 3, 2017

Approved: January 3, 2017

Published: January 3, 2017

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CERTIFICATION

I, CLAUDETT E. PETERS, do hereby certify that I am the duly appointed, acting and qualified Clerk of the Village of Johnsburg, McHenry County, Illinois, and that as such Clerk, I am the keeper of the records and minutes and proceedings of the President and Board of Trustees of said Village of Johnsburg.

I do further certify that at a regular meeting of the President and Board of Trustees of the Village of Johnsburg, held on the 3rd day of January, 2017 the foregoing Ordinance entitled *An Ordinance Amending the Johnsburg Municipal Code to Regulate the Reimbursement of Village Employees and Officials for Travel, Meal, and Lodging Expenses*, was duly passed by the President and Board of Trustees of the Village of Johnsburg.

The pamphlet form of Ordinance No. 2016-17-34 including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was available in the Village Hall, commencing on the 3rd day of January 2017, and will continue for at least 10 days thereafter. Copies of such Ordinance are also available for public inspection upon request in the office of the Village Clerk.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as the Clerk of said Village for safekeeping, and that I am the lawful custodian and keeper of the same.

Given under my hand and seal of the Village of Johnsburg, this ___ 3rd day of January 2017.



Claudett E. Peters, Village Clerk
Village of Johnsburg,
McHenry County, Illinois

(SEAL)