



# Metropolitan Water Reclamation District of Greater Chicago Text File

100 East Erie Street  
Chicago, IL 60611

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## RESOLUTION FOR BOARD MEETING OF FEBRUARY 16, 2017

RESOLUTION sponsored by the Board of Commissioners to comply with the Local Government Travel Expense Control Act )"*ADOPTED AS AMENDED, REFER TO FILE ID#17-0185A*"

### A RESOLUTION TO COMPLY WITH THE GOVERNMENT TRAVEL EXPENSE CONTROL ACT (50 ILCS 150)

**WHEREAS**, the Illinois legislature recently enacted the *Local Government Travel and Expense Control Act*, 50 ILCS 150/1 *et seq.* (the "Act"), to become effective January 1, 2017; and

**WHEREAS**, the Metropolitan Water Reclamation District of Greater Chicago ("District") is committed to being fiscally responsible with taxpayer dollars and following the mandates of state lawmakers; and

**WHEREAS**, under the Act, all local public agencies must, by resolution or ordinance, regulate the reimbursement of all travel, meal and lodging expenses of officers and employees, and

**WHEREAS**, on or after March 2, 2017, all travel expenses of any member of the District's Board of Commissioners ("Board Members") and the Executive Director as well as the travel expenses of any officer or employee that exceed the maximum amount allowed under the regulations adopted by the District, must be approved by roll call vote during an open meeting of the District's Board;

**NOW, THEREFORE, BE IT RESOLVED** that we, the Board of Commissioners of the Metropolitan Water Reclamation District of Greater Chicago, do hereby acknowledge the following:

**Section 1.** Adoption: The following District Reimbursement Policy shall be adopted and added to the District Policies and shall state as follows:

**GENERAL POLICY:** It is the policy of the District to comply with the Act through the promulgation of these regulations.

#### 1. 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.

“Travel Expense” means any expenditure directly incident to official travel by employees, members of the Board of Commissioners, and officers of the District for a specific District purpose.

**2. TYPES OF TRAVEL FOR WHICH TRAVEL EXPENSES WILL BE**

**ALLOWED:** The District will only approve travel expenses for employees or officers if the travel is necessary to complete official District business, for the education of employees or officers, or necessary to obtain information for the betterment of the District in some capacity.

**3. TYPES OF EXPENSES ALLOWED AND/OR PROHIBITED:**

- 1) The actual cost of transportation is allowed (e.g., airline tickets, rental car, train tickets, taxi fare, and the like), as well as personal vehicle costs reimbursed at the current IRS mileage rate for business.
- 2) The costs of lodging at a hotel or motel are allowed if an overnight stay is necessary.
- 3) The costs of meals and gratuities while traveling are allowed.
- 4) Entertainment expenses, as defined above, are NOT allowed and must be paid for personally by the traveler, and no costs for alcohol or liquor are permitted.

**4. MAXIMUM ALLOWABLE REIMBURSEMENT FOR**

**EMPLOYEES AND OFFICERS:** District employees and officers may receive reimbursement for travel, meals, and lodging expenses without specific Board Action as long as the expenses are under the Maximum Allowable Reimbursement as stated herein and the Procedure for Reimbursement below is followed.

- a) The Clerk will post the Handbook of Employee Expense Rules in the office of the District Clerk and on the District’s website. The following overriding principles will determine the maximums:
  1. Cost of travel shall be the actual expense incurred. Only coach flight or rail expenses will be approved. Only compact or midsize class car rental will be approved. Approved personal automobile expenses will be paid at the IRS rate for business travel.
  2. For out-of-District travel only, meal expenses will be reimbursed on a Per Diem basis at the amount stated in the Handbook of Employee

Expense Rules.

3. Cost of lodging should be reasonable and customary for the area where the traveler is staying.
- b) The total maximum for any travel expense allowed is \$3,000.00 per occurrence.
- c) In the event of any emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000.00 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled Board meeting subject to a roll call vote.

**5. EXPENSES INCURRED BY BOARD MEMBERS AND THE**

**EXECUTIVE DIRECTOR:** Board Members' and the Executive Director's Travel Expenses may only be approved by the Board as a whole at a regularly scheduled Board Meeting subject to a roll-call vote.

**6. PROCEDURE FOR REIMBURSEMENT:** No expenses shall be reimbursed without an Employee Expense Invoice (as included here) that has been completely filled out with receipts or estimates (with reservations and confirmation numbers) attached. Actual receipts must be turned in and attached to the Employee Expense Invoice within 60 days of the completion of travel. All documents and information submitted under this Resolution are public records subject to disclosure under the Freedom of Information Act.

**Section 2:** Should any portion of this Resolution be declared invalid, the remaining severable portions shall, nonetheless, remain in full force and effect.

**Section 3:** This Resolution shall be in full force and effect from and after 10 days following its passage, approval, and publication as required by law.

Dated: February 16, 2017

Approved: MARIYANA T. SPYROPOULOS, President; BARBARA J. MCGOWAN, Vice President; FRANK AVILA, Chairman, Committee on Finance; TIMOTHY BRADFORD; MARTIN J. DURKAN; JOSINA MORITA; DEBRA SHORE; KARI K. STEELE; DAVID J. WALSH; Commissioners of the Metropolitan Water Reclamation District of Greater Chicago

Approved as to Form and Legality: Ronald M. Hill, General Counsel, RMH:bh