

**LIVINGSTON COUNTY**  
**TRAVEL ORDINANCE**  
**Effective December 1, 2016**

**Revised May 12, 2022**

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### PART A: GENERAL

#### **Section 1 Authority**

This ordinance is promulgated under the authority vested in the County Board by PA 099-0604.

#### **Section 2 Philosophy**

The County Board believes first and foremost that the County employees are honest individuals and that claims for reimbursement are made in all good faith. The County Board is therefore obliged to deal fairly with agencies and individuals in carrying out its responsibilities.

#### **Section 3 Policy**

It is the policy of the County to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. The County Board will at least annually review and revise rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. Rates of reimbursement are shown in Appendix A, Reimbursement Schedule.

#### **Section 4 Scope and Interpretation**

- a) This Part shall apply to the following:
  - 1) All full and part-time employees of the County;
  - 2) Public member, whether salaried or unsalaried of Boards, Commissions, and Authorities, and advisory or otherwise;
- b) The following are specifically exempt from this Part:
  - 1) Independent Contractors

#### **Section 5 Definitions**

Agency: Any department, board, commission, committee, authority, or institution as defined in the Illinois State Auditing Act.

Agency Head: The chief executive officer of an agency or a designated representative. Representatives must be authorized by the Agency Head.

Allowable Reimbursements: Expenses incurred while travelling on County business including but not limited to conference attendance and travel for business meetings.

Commuting Expense: The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate defined in Appendix A, Reimbursement Schedule.

Commuting Mileage: The actual round trip mileage between residence and headquarters.

Travel Status: An employee shall be considered "on travel status" while away from headquarters on authorized County business. Travel status shall begin when an employee leaves headquarters or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to headquarters or, if reporting directly from original destination, to residence or other location at the completion of authorized County business.

## PART B: REIMBURSEMENT

### **Section 1 Expenses at Headquarters or Residence**

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Meals and lodging are not reimbursable at headquarters or at residence. Expenses associated with County business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.
- b) "Travel through headquarters" is defined as:  
Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

### **Section 2 Preparation and Submission of Travel Vouchers**

All claims for the reimbursement of travel expenses shall be submitted on authorized reimbursement forms (County credit card expense or County Employee expense) and shall be itemized in accordance with this Part.

- a) The name and job title of the traveler shall be indicated on the travel voucher.

- b) The purpose of the travel shall be indicated on the travel vouchers.
- c) When applicable, the travel voucher shall show in the space provided the dates and times of travel, the points of departure and destination, and the mode of transportation, the cost of the transportation secured, lodging, meals, and other expenses.
- d) If meals are not claimed, times of arrival and departure are not required.
- e) When a privately owned vehicle is used, the travel voucher shall show, at minimum, commuting mileage (if applicable), the dates, points of travel and mileage. If the distance traveled between any given points is greater than the usual route between these points shown on a road map, the reason for the greater distance shall be explained and detailed separately.
- f) Travel vouchers shall be supported by receipts in all instances.
- g) The travel expense voucher shall be prepared in ink or typewritten. All copies of the voucher shall be signed in ink by the individual who has incurred the expense and his/her supervisor.

### **Section 3 Approval and Submission of Travel Vouchers**

- a) Each voucher shall be first approved by the individual's immediate supervisor, who shall certify that the travel shown was required by official duties.
- b) The voucher shall then be approved by the Agency Head or a designated representative, who shall sign the original of the voucher. The original, together with the required receipts and attachments, shall be forwarded to the Finance Department for issuance of the warrant for payment.

## **PART C: TRANSPORTATION**

### **Section 1 Modes of Transportation**

- a) All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs, and other usual means of conveyance.
- b) County vehicles may be used when most economical.
- c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.

- d) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the County's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
- e) Privately owned vehicles may be used when authorized by appropriate agency personnel.
  - 1) Employees using private vehicles on County business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)].
  - 2) Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2) and as shown in Appendix A (Reimbursement Schedule)

## **Section 2     Routing**

All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.

# **PART D: LODGING**

## **Section 1     Lodging Allowances**

The lodging allowances specified in Appendix A, Reimbursement Schedule are the maximum rates (which shall not include taxes and fees, where appropriate) allowed by the County Board. The County Board shall review the rates annually to determine necessary adjustments.

## **Section 2     Least Costly Lodging**

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a handicap may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

## **Section 3     Conference Lodging**

Conference lodging charges or lodging at official meeting hotels when pre-approved by the Agency Head in excess of the maximums allowed in Appendix A, Reimbursement schedule are considered exceptions to this Part.

## PART E: MEALS

### **Section 1 Meal Allowance**

- a) The meal allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the County Board. The rates shown do not include gratuity which shall not exceed 15% of the total. The County Board shall review the rates annually to determine necessary adjustments.
- b) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- c) Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m.

### **Section 2 Conference Meals**

- a) If a conference fee includes a meal, the meal allowance shall not be payable.
- b) When an employee must purchase a meal at a conference as an expense separate from the conference fee and the amount is in excess of the meal allowance shown in the Reimbursement Schedule, the employee may request an exception to this Part.

## PART F: MISCELLANEOUS RULES

### **Section 1 Non-Reimbursable Expenses**

- a) Examples of non-reimbursable expenses are:
  - 1) Alcoholic Beverages
  - 2) Coat Check
  - 3) Entertainment
  - 4) Late check-out and room guarantee charges
  - 5) Parking tickets or other traffic tickets

## **Section 2 Expenses Relates to Transportation**

- a) Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away from headquarters shall be allowed.
- b) When the use of a common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation, time and meal expenses would be less if a common carrier were used.

## **Section 3 Receipts Required**

Receipts are required for any transportation, lodging, meals, or miscellaneous expense.

## **Section 4 Board Approval of Expenses**

Expenses for travel, meals, or lodging of 1) any employee or officer that exceeds the maximum allowed under these regulations or 2) any member of the governing board of the local public agency, may only be approved by a roll call vote at an open meeting of the County Board.



## Appendix A      Reimbursement Schedule

The following rates are effective for Agencies under the jurisdiction of the Board.

<b>Type of Reimbursement</b>	<b>Rate</b>
<u>Mileage</u>	
Auto	\$0.585/mile (see Part C Section 1 (e)(2) of the Livingston County Travel Ordinance)
<u>Meals</u>	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
<u>Lodging</u>	
Chicago Metro	\$190.00
Suburban Cook County	\$170.00
Counties of DuPage, Kane, Lake, McHenry and Will	\$150.00
Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell and Winnebago	\$140.00
All other counties	\$130.00
Out-of-state locations	\$130.00