



Lake County Illinois

Legislation Details (With Text)

File #: 17-0160 **Version:** 1 **Name:** Employee Reimbursement Policy
Type: resolution **Status:** Passed
File created: 1/31/2017 **In control:** Financial & Administrative Committee
On agenda: **Final action:** 2/14/2017
Title: Ordinance amending the Lake County Employee Policies and Procedures Ordinance, Section 10.9 Travel and Business Expense Reimbursement.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Employee Reimbursement Policy 2017, 2. Expense Reimbursement Report 2017

Date	Ver.	Action By	Action	Result
2/14/2017	1	Lake County Board	adopted	Pass
2/8/2017	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	Pass

Ordinance amending the Lake County Employee Policies and Procedures Ordinance, Section 10.9 Travel and Business Expense Reimbursement.

- It is the goal of the County to provide accountability for the use of county funds to reimburse employees or officials for expenses incurred in the performance of their duties.
- Pursuant to the new Local Government Travel Expense Control Act, 50 ILCS 150/1, portions of this policy have been revised to comply with the new regulations placed on the reimbursement of travel expenses.
- In compliance with the Act, the policy has been revised as follows:
 - Defines maximum allowable reimbursements for travel, meal, and lodging expense;
 - Specifies required information for documentation of expenses;
 - Requires the use of a standardized form;
 - Requires a roll call vote at an open meeting of the County Board for approval; and
 - Non-reimbursable expenses are expanded to include the Act’s definition of entertainment.

ORDINANCE

WHEREAS, it is the goal of Lake County to provide accountability for public funds and timely reimbursement of business expenses incurred by officials and employees in the discharge of their official duties; and

WHEREAS, it is good policy from time to time to review policies to update them in the best interest of the County; and

WHEREAS, Lake County wishes to establish revised policies and procedures for expense reimbursement.

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the

revised section 10.9 Employee Travel Expense Reimbursement Policy attached hereto and made part of this policy is adopted.

DATED at Waukegan, Illinois, on February 14, 2017.