



Lake County Illinois

Legislation Details (With Text)

File #: 24-0675 **Version:** 2 **Name:** Resolution approving updates to the Travel and Business Expense Reimbursement Policy.

Type: resolution **Status:** Regular Agenda

File created: 5/20/2024 **In control:** Financial & Administrative Committee

On agenda: **Final action:**

Title: Resolution approving updates to the Travel and Business Expense Reimbursement Policy.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 10.9 Travel and Business Expense Reimbursement Policy - CLEAN 5.30.24 Proposed, 2. 10.9 Travel and Business Expense Reimbursement Policy - REDLINED 5.30.24 Proposed, 3. 10.9 Travel and Business Expense Reimbursement Policy - CLEAN 6.27.2024 Proposed, 4. 10.9 Travel and Business Expense Reimbursement Policy - REDLINED 6.27.2024 Proposed

Date	Ver.	Action By	Action	Result
6/27/2024	2	Financial & Administrative Committee		
5/30/2024	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	
5/30/2024	1	Financial & Administrative Committee	postponed	Pass

Resolution approving updates to the Travel and Business Expense Reimbursement Policy.

- The Local Government Travel Expense Control Act (Public Act 99-604) requires that Lake County adopt a resolution related to the approval of travel expenses and meal purchases. The law provides that the County regulates the reimbursement of all travel, meal and lodging expenses for officers and employees.
- This Policy is found in the Employee Policy and Procedure Manual, Section 10.9, and is reviewed annually. Policy limits for travel, lodging and meals were reviewed.
- The Policy has been updated for airfare. The limit for airfare has been reduced from \$1,200 to \$1,000 for a roundtrip ticket to the most inexpensive, refundable roundtrip airline ticket.
- Based on feedback from the May 30, 2024, Financial and Administrative Committee meeting, the Policy was updated to include a daily per diem amount or reimbursement of actual meal expenses. The per diem daily amount is \$75 for the entire day regardless of the type of meal. For actual meal reimbursement, the daily total is \$75. The rates would be \$15 for breakfast, \$25 for lunch, and \$35 for dinner inclusive of all taxes, tips, and other related fees.

RESOLUTION

WHEREAS, it is reasonable and prudent to review and update policies and procedures on a routine basis and update them as necessary; and

WHEREAS, the Travel and Business Expense Reimbursement Policy was reviewed and

determined that the limits reflect reasonable maximum transportation and lodging limits, using analysis of actual Lake County spend, comparative governmental data and IRS per diem rates; and

WHEREAS, the County Administrator and the Financial and Administrative Committee recommend the Travel and Business Expense Reimbursement Policy set forth herein be utilized for prudent travel and compliance with the Local Government Travel Expense Control Act (Public Act 99-604) and other statutes and regulations.

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the attached Travel and Business Expense Reimbursement Policy is hereby adopted.

DATED at Waukegan, Illinois, on July 9, 2024.