



Lake County Illinois

Legislation Details (With Text)

File #: 12-0614 **Version:** 1 **Name:** Employee Travel Expense Reimbursement Policy
Type: resolution **Status:** Passed
File created: 5/22/2012 **In control:** Financial & Administrative Committee
On agenda: **Final action:** 6/12/2012

Title: Resolution amending Section 10.9 Travel and Business Expense Reimbursement of the Lake County Employee Policies and Procedures Ordinance.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Employee Travel Expense Reimbursement Policy-Draft March 2012.docx

Date	Ver.	Action By	Action	Result
6/12/2012	1	Lake County Board	adopted	Pass
5/30/2012	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	Pass

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

- Last updated in 2008, Finance and Administrative Services requested departmental input in the revision of the current policy.
- Representatives of 14 County departments met and identified sections of the policy that required revisions including travel per diems, overnight travel and meeting expenses.
- The draft policy was sent to department heads for review and final changes were incorporated for presentation to the Finance and Administrative Committee.

WHEREAS, Lake County encourages employees to participate in job related training, professional affiliations, and business related functions which serve in the best interest of the County; and

WHEREAS, business expenses, incurred by the employee during the course of out of office business and business travel, are governed by the guidelines set forth in the Lake County Employee Policies and Procedures Ordinance; and

WHEREAS, it is recommended that review, update and amendments of these policies are in the best interest of Lake County; and

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the amended Section 10.9 Travel and Business Expense Reimbursement of the Lake County Employee Policies and Procedures Ordinance are hereby adopted.