



Lake County Illinois

Legislation Details (With Text)

File #: 23-0102 **Version:** 2 **Name:** Travel and Business Expense Reimbursement Policy.
Type: resolution **Status:** Passed
File created: 1/3/2023 **In control:** Financial & Administrative Committee
On agenda: **Final action:** 1/17/2023

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

Sponsors:

Indexes:

Code sections:

Attachments: 1. Final as amended at CB on 1.17.23 Travel and Business Expense Reimbursement Policy-Clean, 2. Final as amended at CB on 1.17.23 Travel and Business Expense Reimbursement Policy - Redlined, 3. Proposed 1.12.23 Travel and Business Expense Reimbursement Policy-Clean.pdf, 4. Proposed 1.12.23 Travel and Business Expense Reimbursement Policy - REDLINED.pdf

Date	Ver.	Action By	Action	Result
1/17/2023	1	Lake County Board	adopted	Pass
1/12/2023	1	Financial & Administrative Committee	recommended for adoption to the regular agenda	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 regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees.
- The “Employee Reimbursement Policy” is updated to be termed “Travel and Business Expense Reimbursement Policy”. The policy was updated to reflect current economic conditions and to incorporate other operational and administrative improvements.
- This policy is found in the Employee Policy and Procedure Manual, Section 10.9.
- An interdepartmental work group provided valuable input and revisions to the policy. The State’s Attorney’s Office completed a compliance review of the policy.
- The Travel and Business Expense Reimbursement Policy maintains the meal expense limits approved by the Lake County Board on August 9, 2022, and adjusted reasonable limits for transportation and lodging based on county and comparative governmental data.
- Based on the November 3, 2022, Financial & Administrative Committee discussion on this policy, Section 5.4.3 Meal Expense is updated to reflect reimbursement of the actual cost per meal with an itemized receipt and eliminated per diems without receipts.
- At the January 17, 2023 County Board meeting, an amendment was made to include additional clarifying language in section 5.4.2 Lodging.

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 Employee Reimbursement Policy was adjusted to reflect reasonable maximum transportation and lodging limits, using analysis of actual Lake County spend as well as comparative data; 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 January 17, 2023.