



# 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.