

FILED

FEB 23 2005

Joe Diello
Sangamon County Clerk

Resolution # 6-1

WHEREAS, the Section 2.44.140 C of the County Code and the Sangamon County Employee Handbook refer to guidelines which are set by the County for the reimbursement of travel cost incurred by County employees and officials, and

WHEREAS, the prices of vehicles and their operation have increased since the current "Sangamon County Travel Expense Reimbursement and Approval Guidelines" were adopted by the County Board in session the 12th day of September 2002, and

WHEREAS, the Finance Committee and the Employee Services Committee, in conjunction with the County Board Office and the Auditor's Office, have reviewed vehicle operating costs and have proposed updated "Sangamon County Travel Expense Reimbursement and Approval Guidelines" increasing the mileage rate from \$0.34 to \$0.40 per mile, and

WHEREAS, the proposed updated "Sangamon County Travel Expense Reimbursement and Approval Guidelines" are attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Sangamon County Board, in session this 8th day of March 2005, does hereby approve the attached "Sangamon County Travel Expense Reimbursement and Approval Guidelines" effective for all travel occurring on, and after, March 8, 2005.

Finance Committee

Employee Services Committee

Andy Solomon, Chairman

[Signature], Chairman

Walt Beard, Member

Abbie Cinamon, Member

Dick Bond, Member

Chae Forsyth, Member

Rosemarie Long, Member

[Signature], Member

Paul Vaughn, Member

[Signature], Member

_____, Member

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RECEIVED
FEB 17 2005

Paul Palazzolo
SANGAMON COUNTY AUDITOR

Sangamon County Travel Expense Reimbursement and Approval Guidelines

Applicability

These guidelines apply to all Sangamon County Departments and related organizations whose expense are reviewed by the Auditor's office, approved by the County Board, and paid by the Treasurer's office.

Effective Date

These guidelines are effective starting with travel expenses incurred on, or after March 8, 2005.

Purpose

The purpose of these guidelines is to establish procedures for the prior approval of **overnight** out of County travel and reimbursement of travel expenses both **in and out** of Sangamon County based on Article XIII of the Sangamon County Employee Policies Handbook and section 2.44.140 c of the Sangamon County Code.

Pre-travel Approvals

All **overnight** travel must be approved by the department's oversight committee prior to the travel. Estimated travel cost should be submitted to the Auditor's office and presented to the committee on a pre-travel approval form.

Travel Reimbursement

1. All travel expense reimbursement requests must be documented on a Travel and Expense Reimbursement Form.
2. Forms should accompany the requisition report with required receipts.
3. Reimbursement request should be turned into the Auditor's office no later than 30 calendar days after the travel has occurred.
4. Cost such as lodging, conference fees, and airline tickets may be paid prior to the date of travel using a requisition report, with supporting documentation and a copy of the approved pre-travel approval form.
5. Pre-travel advances for meals and other cost are generally prohibited.
6. Department Heads and the employee must attest to the accuracy and validity of all travel cost by signing the reimbursement form.
7. All exceptions to the travel guidelines must be approved in advance by the Finance Committee.

Travel by Personal Automobile

1. If a personally owned automobile is used for conducting County business, the reimbursement rate is 40 cents per mile.
2. Mileage is not allowed for commuting between the employee's residence and work location within the County.
3. Mileage reimbursement requests must document the locations, dates, and mileage claimed.

Meals

1. Employees traveling out of the County conducting County business may request reimbursement for meal expense under the following guidelines:

<u>Maximum Reimbursement</u>	<u>If traveling out of the County</u>
Breakfast \$6.00	Prior to 6:00 a.m.
Lunch: \$7.00	11:30 a.m. - 12:30 p.m.
Dinner: \$15.00	After 7:00 p.m.
Total per day \$28.00	

2. Reimbursement for meal cost, reasonable tips, and taxes higher than the above guidelines may be granted under special circumstances with receipts.
3. Employees may not claim a separate meal reimbursement for meals which are provided as part of a conference or training fee.

Lodging

1. Employees conducting County business traveling outside of a 65 mile radius from Springfield may request reimbursement for lodging under the following guidelines:

<u>Location</u>	<u>Maximum per Night</u>
Chicago Metro (Cook County)	\$130.00
Counties of Dupage, Kane, Lake, McHenry and Will	\$80.00
Downstate Illinois	\$60.00
Out of State	Actual Reasonable

2. Lodging reimbursement requests must document the time, date, and location of the expense.
3. Lodging costs must be supported by receipts.

Air, Bus, or Train Travel

1. Employees conducting County business traveling using air, bus, or train may request reimbursement for costs using actual receipts.
2. Employees should use the most cost-effective transportation available
3. When using air transportation, employees should attempt to use Capital Airport if it is cost-effective for travel.
4. Employees may contact the Auditor's office for assistance in securing air travel.

Other Travel Cost

1. Employees conducting County business may request reimbursement for the following travel cost with proper receipts: Rental car, Tolls, Parking fees (No Violations), Taxi and shuttle fees.
2. Employees traveling overnight may be reimbursed for one personal phone call per overnight stay not to exceed \$3 per day.