

CITY OF NOKOMIS

FILED
DEC 19 2016

Sandy Leithuser COUNTY CLERK

ORDINANCE NO. 2034

AN ORDINANCE ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND
LODGING EXPENES OF OFFICERS AND EMPLOYEES IN THE CITY OF NOKOMIS,
ILLINOIS

ADOPTED BY THE CITY COUNCIL
OF THE
CITY OF NOKOMIS

THIS 12TH DAY OF DECEMBER 2016

Published in pamphlet form by authority of the City Council of the City of Nokomis,
Montgomery County, Illinois, this 13th day of December, 2016.

ORDINANCE NO. 2034

**AN ORDINANCE ESTABLISHING THE
REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF
OFFICERS AND EMPLOYEES IN THE CITY OF NOKOMIS, ILLINOIS**

WHEREAS, the City of Nokomis, Montgomery, County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution;

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies, including townships, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

WHEREAS, the City Council has determined that it must comply with the Act by passage of this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF NOKOMIS, MONTGOMERY COUNTY, ILLINOIS, THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:

SECTION I: Definitions.

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Entertainment: includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the City or by wards or charges of the City involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION II: Official Business for which Expenses May Be Reimbursed.

- (1) An official of the City shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the officer of the City;
 - b. Site visits to current or potential vendors of the City
- (2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the employee of the City;
 - b. Site visits to current or potential vendors of the City

SECTION III: Maximum Allowable Reimbursement for Expenses.

- (1) Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the City shall be those rates set by the Reimbursement Schedule of the Governor's Travel Control Board in effect at the time the expense was incurred.

SECTION IV: Approval of Expenses.

The City Council must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the City Council:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the City Council of the City.

SECTION V: Documentation of Expenses.

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the City Council:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1

SECTION VI: Entertainment Expenses.

No employee or officer of the City shall be reimbursed by the City for any entertainment expense.

SECTION XII: Effective Date.

This Ordinance shall be in full force and effect from and after its passage.

Passed by the City Council this 12 day of December, 2016.

AYES:	<u>4</u>
NAYS:	<u>0</u>
PRESENT:	<u>0</u>
ABSTAIN/ABSENT:	<u>0</u>

Angela Keagy
CLERK

Passed and Approved this 12 day of December, 2016.

Terry Hill
MAYOR

ATTEST:
Angela Keagy
CLERK

Request for Reimbursement

Payee _____

Address & Phone Number: _____

Job/Position/Office: _____

Date & Nature of Official Business: _____

Amount of Requested Reimbursement: _____ Date: _____

Paid by Check # _____ Date paid: _____

Attach invoice, receipts, or other documentation and submit the request to the clerk for processing.

Notes: _____

STATE OF ILLINOIS)
)
COUNTY OF MONTGOMERY) **SS.**
)
CITY OF NOKOMIS)

I, Angela Keagy, certify that I am the duly appointed and acting City Clerk of the City of Nokomis, Montgomery County, Illinois.

I further certify that on December 12, 2016 the City Council of such municipality passed and approved Ordinance No. 2034 entitled AN ORDINANCE ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES IN THE CITY OF NOKOMIS, ILLINOIS, which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2034 including the Ordinance and a cover sheet thereof, was prepared and posted in the Municipal Complex commencing on December 13, 2016 and continuing for a least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request to the City Clerk.

DATED at Nokomis, Illinois, this 13th day of December, 2016.

(SEAL)



ANGELA KEAGY, CITY CLERK