

DRAFT UPDATE – NEW

2:125-E3

School Board

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$ 450 per day for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$ 450 per day effective on date Feb 21, 2017 until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*, 2:125-E2, *Board Member Estimated Expense Approval Form*, 5:60-E1, *Employee Expense Reimbursement Form*, and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

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Commented [APowell1]:
A resolution is required by The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

This sample resolution is not included on your PRESS Plus Response Form. After the Board has customized and approved a local Resolution to Regulate Expense Reimbursements, you may submit it through PRESS Plus for inclusion in the Board Policy Manual.

Issue 93, October 2016

for meals and lodging

Travel Reimbursement Request

Travel Reimbursement Request

Urbana School District #116
Travel Reimbursement Request
 (Conferences/Conventions/Workshops/Professional Meeting)

After you have attended a conference, convention, workshop, or professional meeting complete this form for expenses to be reimbursed to you. This form may only be used for travel expenses and receipts must be provided. Please attach receipts to this form and forward to the Business Office. Supplies, books, and materials are not considered travel reimbursement. These items should be purchased with a purchase order or procurement card and are not to be listed on this form.

Name: _____ Position: _____

Date: _____ (from) _____ (to) _____ Purpose of Event: _____

Conference/ Meeting: _____ Conference/ meeting Location: _____

List of Passengers (if driving): _____

	Date	Date	Date	Date	Date	Totals
Personal Auto-list miles						
Rate \$.535/mile	\$	\$	\$	\$	\$	\$
Cab/Bus/Shuttle/Train						\$
Car Rental						\$
Airfare/baggage						\$
Lodging/Hotel						\$
Breakfast						\$
Lunch						\$
Dinner						\$
Misc. Travel expenses (tolls/parking)						\$
Totals	\$	\$	\$	\$	\$	\$

Signature of Employee _____ Date: _____

Account number _____ Amount approved _____

Approved by: (Supervisor/Supt): _____ Date: _____

Approved by: (Business Office): _____ Date: _____