

ORDINANCE NO. 16-29

**AN ORDINANCE AMENDING TITLE 1,
ADMINISTRATIVE, CHAPTER 7, OFFICERS AND
EMPLOYEES, BY ADDING SECTION 1-7-14,
REIMBURSEMENT OF TRAVEL, MEALS, AND LODGING
EXPENSES, TO THE MANTENO MUNICIPAL CODE**

BE IT ORDAINED by the President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois, as follows:

Section 1

That Title 1, Administrative, Chapter 7, Officers and Employees, of the Manteno Municipal Code, be amended by adding Section 1-7-14, Reimbursement of Travel, Meals and Lodging Expenses, to read as follows:

1-7-14: REIMBURSEMENT OF TRAVEL, MEALS AND LODGING EXPENSES:

(A) Definitions. The following words and phrases shall have the meanings ascribed to them herein unless the context or use clearly connotes a different meaning.

“Corporate Authorities” means the President and Board of Trustees.

“Entertainment” means shows, amusements, theaters, circuses, sporting events, or any other public or private entertainment or amusement.

“Required Documentation” means (1) a supported estimate of the cost of travel, meals, or lodging if such expenses have not been incurred or contracts and receipts for such expense if already incurred; and, (2) a supported explanation of the purpose of the expense incurred in relation to the Village of Manteno.

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

“Village” means the Village of Manteno, Kankakee County, Illinois.

(B) No officer or employee of the Village shall be reimbursed with Village funds for any expense incurred unless authorized and in accordance with the provisions herein specified.

(C) The Village, upon receipt of an expense reimbursement request form accompanied by any required documentation, may reimburse the travel, meal, and lodging expenses of any officer or employee up to the amounts hereinafter specified:

LODGING (per night)

HOTEL.....\$300.00

MEALS (per diem)

BREAKFAST\$15.00

LUNCH.....\$20.00

DINNER.....\$30.00

DAILY (NON-CUMULATIVE) PER DIEM-UP TO \$65.00; THIS ALLOTMENT MAY BE PRORATED UP TO \$35.00 FOR PARTIAL DAY

TRANSPORTATION

PRIVATE VEHICLE (per mile) IRS Mileage rate

RENTAL CAR (per diem).....\$100.00

AIRPLANEPublished Coach Fare

TRANSPORTATION FARES.....At Then Published Rates

(D) No officer or employee may be reimbursed for expenses unless they are actually incurred by the officer or employee in relation to, or in the course of, official Village business, job or office related training or education, attendance or participation at any event or function as a representative or agent of the Village, or such other matters as may be pre-approved by the Corporate Authorities.

(E) No officer or employee shall be reimbursed for an entertainment expense unless such expense is ancillary to the purpose of a program or function otherwise qualifying for reimbursement.

(F) No expense reimbursement in excess of the amounts set forth above shall be made to any officer or employee without the approval of the Corporate Authorities by a separate roll call vote.

(G) No expense reimbursement in any amount shall be made to any person holding an elected office without the approval of the Corporate Authorities by a separate roll call vote.

Section 2

If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

Section 3

All ordinances or policies in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

Section 4

This ordinance shall be immediately in full force and effect after passage and approval as provided by law, but in no event soon than March 1, 2017.

PASSED by the President and Board of Trustees of the Village of Manteno, Illinois and deposited in the office of the Village Clerk this 17th day of Jan, 2017.

DEPOSITED with the Village Clerk this 17th day of Jan, 2017.

Alisa Blanchette
ALISA BLANCHETTE, Village Clerk

APPROVED by me this 17th
day of Jan, 2017.

Timothy O Nugent
TIMOTHY O NUGENT, Village President



EXPENSE REIMBURSEMENT REQUEST FORM

Name		
Job Title or Office		
Trip Dates	Start	
	End	
Event		
Location		

Expense Summary	
Transportation	\$
Lodging	\$
Meals	\$
Additional	\$
Total	\$

Date	Transportation				Lodging	Meals	Additional
	From (origin)	To (destination)	# Miles	Mileage \$			

Per diem rates: up to \$35.00 per half day or \$65 per full day (\$15 for breakfast; \$20 for Lunch; \$35 for Dinner)
 Mileage rates: 1/1/17 – 53.5¢ per mile

Receipts for all expenses must accompany this form.

READ CAREFULLY:

I, the undersigned, being employed by, or holding an office of, the Village of Manteno, do hereby swear under penalty of perjury under the laws of the United States of America that the foregoing is true and accurate, and that I have not omitted any facts or documentation necessary to make the same not misleading.

Employee/Officer Signature _____ Date _____

Official Business Use Only

Approved/Disapproved (circle one) by: _____, on this _____ day of _____; or, the Corporate Authorities of the Village of Manteno at its regularly scheduled meeting on the _____ day of _____.

Signature