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**THE CITY OF BLUE ISLAND  
COOK COUNTY, ILLINOIS**

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**ORDINANCE  
NUMBER 2017-003**

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**AN ORDINANCE REGARDING TRAVEL, MEAL AND LODGING  
EXPENSES FOR THE CITY OF BLUE ISLAND, COUNTY OF COOK  
AND STATE OF ILLINOIS.**

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**DOMINGO F. VARGAS, Mayor  
Randy Heuser, City Clerk**

<b>1st Ward</b>	<b>TOM HAWLEY</b>	<b>GEORGE POULOS</b>
<b>2nd Ward</b>	<b>LETICIA VIEYRA</b>	<b>FRED BILOTTO</b>
<b>3rd Ward</b>	<b>NANCY RITA</b>	<b>KEVIN DONAHUE</b>
<b>4th Ward</b>	<b>CANDACE CARR</b>	<b>ALECIA SLATTERY</b>
<b>5th Ward</b>	<b>JANICE OSTLING</b>	<b>KENNETH PITTMAN</b>
<b>6th Ward</b>	<b>DEXTER JOHNSON</b>	<b>JAIRO FRAUSTO</b>
<b>7th Ward</b>	<b>NANCY THOMPSON</b>	<b>JAMES JOHANSON</b>

**Aldermen**

**ORDINANCE NO. 2017-003**

**AN ORDINANCE REGARDING TRAVEL, MEAL AND LODGING EXPENSES FOR THE CITY OF BLUE ISLAND, COUNTY OF COOK AND STATE OF ILLINOIS**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the “Local Government Travel Expenses Control Act”, which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal, and lodging expenses;

NOW BE IT ORDAINED, by the City Council of the City of Blue Island (“City”), County of Cook, and State of Illinois:

**SECTION ONE:**

The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

**SECTION TWO: DEFINITIONS**

“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.

“Public Business” means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the City to carry out the responsibilities of City business.

“Travel” means 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 THREE:**

The City shall only reimburse the following types of travel, meal, and lodging expenses incurred by its employees and officers up to the following maximum allowable amounts:

<u>Type of Reimbursement</u>	<u>Rate</u>
Mileage Auto	\$0.535/mile (effective 1/1/2017)
Per Diem/Meals <i>Within the State of Illinois</i> Breakfast Lunch Dinner Per Diem -- Quarter Per Diem -- Day	\$ 5.50 \$ 5.50 \$ 17.00 \$ 7.00 \$ 28.00
<i>Outside the State of Illinois</i> Breakfast Lunch Dinner Per Diem -- Quarter Per Diem -- Day	\$ 6.50 \$ 6.50 \$19.00 \$ 8.00 \$ 32.00
Lodging Chicago Metro Suburban Cook County Counties of DuPage, Kane, Lake, McHenry and Will	Federal Rate * \$132.00 \$80.00
Downstate Illinois Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago All other counties	\$70.00 \$60.00
Out-of-State	<u>Rate</u> \$110.00

Alcohol is specifically excluded from reimbursement.

**SECTION FOUR:**

No reimbursement of travel, meal or lodging expenses incurred by a City employee or officer shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto and made a part hereof, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*)

**SECTION FIVE:**

Expenses for travel, meals, and lodging of (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 3 of this Ordinance or (2) any member of the corporate authorities of the City may only be approved by roll call vote at an open meeting of the corporate authorities of the City. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth above.

**SECTION SIX:**

The City shall not reimburse any elected official, employee, or officer for any activities which would be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

**SECTION SEVEN:**

Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

**TRAVEL, MEAL, AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM**

Before an expense for travel, meals, or lodging may be approved under City Ordinance No. 2017-003, the following minimum documentation must first be submitted in writing, to the corporate authorities of the City:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name of Employee or Officer

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official business in which the travel, meal or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) 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. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the corporate authorities in considering your request for reimbursement. In the discretion of the corporate authorities, additional documentation relevant to the request for reimbursement may be required prior to action by the corporate authorities with respect to the reimbursement request.

\_\_\_\_\_  
Employee/Officer Signature

\_\_\_\_\_  
Date

**SECTION EIGHT:**

This ordinance shall be in full force and effect on March 2, 2017.

ADOPTED this 14th day of February, 2017, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT	ABSTAIN
Alderman Hawley	X				
Alderman Poulos	X				
Alderman Vieyra			X		
Alderman Bilotto	X				
Alderman Rita			X		
Alderman Donahue	X				
Alderman Carr	X				
Alderman Slattery	X				
Alderman Ostling	X				
Alderman Pittman	X				
Alderman Johanson			X		
Alderman Frausto			X		
Alderman Thompson			X		
Alderman Johanson	X				
Mayor Vargas					
TOTAL	9		5		

APPROVED by the Mayor on February 14, 2017,

*Domingo F. Vargas*

DOMINGO F. VARGAS  
MAYOR OF THE CITY OF BLUE ISLAND,  
COUNTY OF COOK AND STATE OF ILLINOIS

ATTESTED and Filed in my office this  
14th day of February, 2017.

*Randy Heuser*  
RANDY HEUSER  
CITY CLERK

PUBLISHED in pamphlet form this  
14th day of February, 2017.

*Randy Heuser*  
RANDY HEUSER  
CITY CLERK

STATE OF ILLINOIS )  
 )  
COUNTY OF COOK )

ss.

CERTIFICATE

I, Randy Heuser, certify that I am the duly elected and acting Municipal Clerk of the City of Blue Island of Cook County, Illinois.


I further certify that on **February 14, 2017** the Corporate Authorities of such municipality passed and approved Ordinance No. **2017 - 003** entitled: **AN ORDINANCE REGARDING TRAVEL, MEAL AND LODGING EXPENSES FOR THE CITY OF BLUE ISLAND, COUNTY OF COOK AND STATE OF ILLINOIS.**

Which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. **2017 - 003** including the Ordinance and a cover sheet thereof, was as prepared, and a copy of such Ordinance posted in the municipal building commencing **February 14, 2017** and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the municipal clerk.

DATED at Blue Island, Illinois, this **14th** day of **February, 2017.**

(SEAL)

  
\_\_\_\_\_  
Municipal Clerk





**Summary Statement for: Travel Meal and Lodging Expenses Ordinance**

**I. Introduction/Purpose**

The Illinois General Assembly recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act." As a result of this act, all non-home rule units of local government are required to establish regulations with respect to allowable travel, meal, and lodging expenses. The ordinance uses the State of Illinois' travel, meal, and lodging structure so that the City of Blue Island's employees and officers are in line with all State employees.

**II. Discussion/Highlights**

**III. Conclusion/Recommendation**

**Submitted By:**