

Batavia Park District

ORDINANCE NO. 363

**AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY
IN ACCORDANCE WITH
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT
(PUBLIC ACT 099-0604)**

WHEREAS, the Batavia Park District is a non-home rule unit of local government; and

WHEREAS, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

WHEREAS, the Board of Commissioners of the Batavia Park District finds it to be in the best interest of the Batavia Park District to adopt such a policy;

NOW, THEREFORE BE IT ORDAINED, by the Board of Commissioners of the Batavia Park District that:

SECTION 1. The above recitals are incorporated into and made part of this Ordinance.

SECTION 2. The Board of Commissioners of the Batavia Park District repeal the current travel policy, Section 2.26 of the Personnel Manual, attached as Exhibit A.

SECTION 3. The Board of Commissioners of the Batavia Park District adopts the "Reimbursement of Travel, Meal and Lodging Expenses Policy" attached as Exhibit B.

SECTION 4. All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. This Ordinance is effective beginning November 15, 2016.

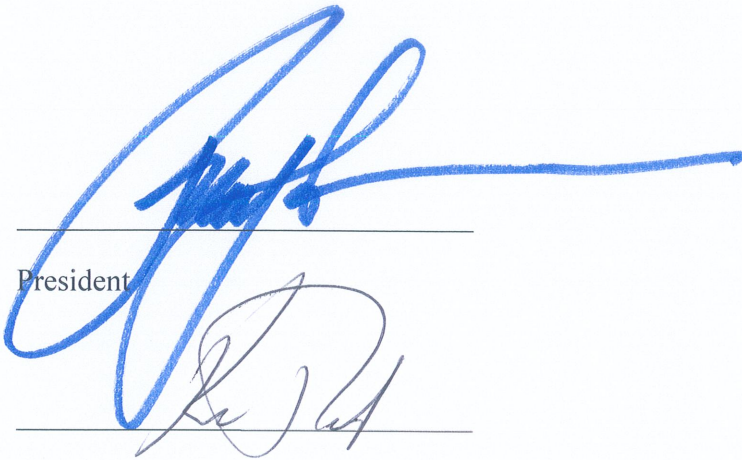
VOTE:

Ayes: 5

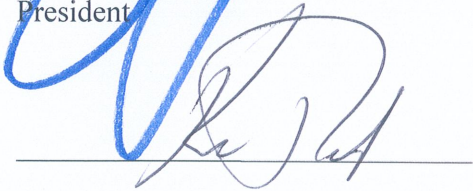
Nays: 0

Abstentions: 0

Adopted this 15th day of November, 2016.

A large, stylized handwritten signature in blue ink, written over a horizontal line. The signature is highly cursive and extends far to the right.

President

A smaller, more legible handwritten signature in blue ink, written over a horizontal line. The signature appears to be 'R. J. A.'.

Secretary

Exhibit A

TRAVEL

The purpose of this policy is to establish guidelines for employees and elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area. For employees, the immediate supervisor and department head must approve all business travel in advance and include related expenses in the annual operating budget. For elected officials, the Board of Park Commissioners must approve attendance and budgeted travel expenses in advance on a case-by-case basis.

It is expected that employees and elected officials attend educational sessions when attending conferences.

The District's objectives are to permit travel arrangements that:

- Conserve travel expenses
- Provide uniform treatment for employees
- Adhere to the plan adopted in the budget
- Result in prompt approval and recording of District expenses

Personal Travel/Travel Companions: A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.

Covered Travel: The District shall pay for costs associated with approved travel. All efforts should be made to acquire the most economical yet practical travel expenses. Acceptable travel expense shall include:

- Actual Costs
 - Airfare (upgrades are not reimbursable)
 - Baggage Fees (one bag each way, if not included)
 - Ground Transportation and Parking (to/from conference sessions only)
 - Mileage Reimbursement (based on IRS rate)
 - Hotel Accommodations (using conference recommended hotels)
 - Conference Fees & Charges (taking advantage of early registration discounts)
 - Books & Education Materials
- Per Diem
 - Food & Non-alcoholic Beverages
 - Gratuities
 - Miscellaneous Incidentals

Per diem allowances are based upon CONUS rates established by the US General Services Administration (GSA). Per diem will be used for Meals and Incidental Expenses (M&IE) only and will be applied per GSA/IRS regulations. The per diem allocation is requested by a check request approved by the supervisor with support showing the calculation of the amount requested via the Per Diem Calculation Form. No receipts are required to be submitted to the District for per diem. The District has elected to employ the [high-low method/regular federal per diem rate method], as more specifically described in IRS Publication 1542.

Employees participating in conferences or education programs where the meeting spans across a meal period and where the meal is not provided are allowed per diem based upon the guidelines above.

Using the purchasing card (P-card) for payment is recommended for tickets, baggage fees, parking, hotels, conference registration and educational materials. Food and incidental expenses are not to be purchased on a P-card; the per diem allowance covers those costs.

When a traveler incurs the travel or lodging expense directly, the traveler may be reimbursed for that expense by the District. The request for reimbursement shall be substantiated with receipts. Reimbursements will be made based upon the Petty Cash Policy.

Alcohol: Consistent with the District's personnel manual direction, no alcohol purchases will be paid for by the District. Receipts for dining establishments must be provided in sufficient detail to document that no alcoholic beverages are being paid for by the District.

Accidents: Employees or elected officials who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor or the Executive Director.

Gift Ban Policy: Employees and elected officials need to follow the Ethics Policy located in the Employee Manual.

Exhibit B

**Policy Governing Reimbursement
of Employee and Officer Travel, Meal and Lodging Expenses**

A. Purpose.

The purpose of this policy is to establish guidelines for employees and elected officials of the District to follow when incurring business travel expenses while on assignments such as attending educational programs, association conferences or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area. It is expected that employees and elected officials attend educational sessions when attending conferences.

The Board of Commissioners, in order to advance the education and professionalism of Board members and staff, authorizes attendance at certain educational conferences, workshops, and seminars that may require travel outside of the Park District. The purpose of this policy is to provide guidelines for travel authorization and expenses with the goal of conserving travel funds for providing uniform treatment for persons to attend.

The Board of Commissioners of the Batavia Park District will fund employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

The District's objectives are to permit travel arrangements that:

- Conserve travel expenses
- Provide uniform treatment for employees
- Adhere to the plan adopted in the budget
- Result in prompt approval and recording of District expenses

B. 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.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving

reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be funded for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is allowable under this policy, please contact the Executive Director.

D. Categories of Expenses.

1. **Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.
2. **Personal Automobiles** – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. **Automobile Rentals** – Travel expenses incurred for the cost of renting an automobile including gasoline expense will be funded for approved business travel only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle

may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

4. **Public Transportation** – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is allowable with adequate receipt documentation as long as total daily expenses do not exceed the then-current per diem rate established by the GSA.
5. **Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
6. **Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Executive Director.
7. **Meals** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. . Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time.
8. **Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. **Accompanied Travel** – Personal Travel/Travel Companions: A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-

business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.

10. **Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.
11. **Entertainment Expenses** - No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.
12. **Alcohol** - No alcohol purchases will be paid for by the Park District.
13. **Accidents** - Employees or elected officials who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor or the Executive Director.
14. **Gift Ban Policy** - Employees and elected officials must follow the Ethics Policy located in the Employee Manual.

E. **Approval of Expenses.**

1. **Expenses for Members of the Board of Commissioners.** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
2. **Expenses for Officials or Employees Other than Members of the Board of Trustees.** Meals, incidentals, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
3. **Other Expenses.** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

F. **Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Request Expense form:

- (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 for 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.

G. Travel, Meal, and Lodging Expense Report Form.

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1.

Attachment 1

Batavia Park District

TRAVEL, MEAL AND LODGING REQUEST FORM

Name of Official or Employee: _____

Title/Position of Official or Employee: _____

Name and Date of the Activity/Event: _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Executive Director's Authorization: _____

Date: _____