

ORDINANCE NO. 16-17-07

ORDINANCE REGULATING REIMBURSEMENT OF
TRAVEL, MEAL AND LODGING EXPENSES

Recitals and Definitions

1. **Requirement.** This Ordinance is adopted by the Board of Library Trustees of the Warrenville Public Library District responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
2. **Reimbursable Rates.** The Library District shall reimburse permitted expenses as set forth on the attached Exhibit A.
3. **Reimbursement Request Form.** The Library District shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library District's Reimbursement Request Form (Exhibit B).
4. **Entertainment Expenses.** The Library District shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
 - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
 - b. Any reimbursable expense of a Library Trustee.
6. **Forms.** The Library Director is authorized to develop such additional forms as the Library Director deems helpful consistent with this Ordinance and the Act.
7. **Conflict.** All ordinances or part of ordinances conflicting with any provision of this Ordinance be and the same are repealed.
8. **Effective Date.** This Ordinance shall be in full force and effect from and after its adoption.

Adopted December 21, 2016, pursuant to a roll call vote as follows:

AYES: 7- Arlowe, DuRocher, Kezon, Richardson,
Stull, Picha, Warren

NAYS: 0

ABSENT: 0

Heather Stull
Heather Stull, President,
Board of Library Trustees
Warrenville Public Library District

(Library District Seal)

ATTEST:

Richard W. Warren Jr.
Richard W. Warren Jr., Secretary
Board of Library Trustees
Warrenville Public Library District