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**AN ORDINANCE AMENDING TITLE 1, CHAPTER 8 OF THE ORLAND PARK VILLAGE CODE REGARDING EXPENSES AND REIMBURSEMENTS FOR VILLAGE OFFICERS**

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WHEREAS, the Village President and Board of Trustees of the Village of Orland Park (the “Village”) have the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

WHEREAS, pursuant to 65 ILCS 5/1-2-1, the Village may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities; and

WHEREAS, the Village deems it to be in the best interest of the public to revise its guidelines regarding the reimbursement of expenses incurred by officers of the Village.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, and pursuant to its home rule powers, as follows:

**SECTION 1:**

The above recitals are incorporated herein by reference as though fully set forth herein.

**SECTION 2:**

Title 1, Chapter 8, Section 1-8-4 of the Orland Park Village Code is amended by deleting it in its entirety and replacing it as follows:

**“1-8-4: EXPENSES AND REIMBURSEMENTS FOR VILLAGE OFFICERS:**

- A. Purpose. The Village Elected Official Expense and Reimbursement Procedures, as outlined in this Section, are hereby created to provide guidelines for the appropriate use of, and accountability for, the expenditure of taxpayer dollars while conducting official business on behalf of the Village of Orland Park. These procedures encourage effective administration and provide internal controls over reimbursements of business expenses by Village Elected Officials. It is the policy of the Village to reimburse Village Elected Officials for reasonable and necessary expenses incurred while engaging in authorized official Village business.
- B. Applicability. This Section is applicable to Elected Officials of the Village of Orland Park.
- C. Oversight. The Village Manager and Director of Finance are responsible for administering and enforcing the Village Elected Official Expense and Reimbursement Procedures, including:

- i. Requiring the establishment and maintenance of records accounting for funds reimbursed;
- ii. Establishing the appropriate documentation and entry procedure for the submission of expense reimbursement requests and for pre-approval of expense requests;
- iii. Performing periodic audits of expense reimbursement requests; and
- iv. Making a final determination as to whether an expense is subject to reimbursement.

D. Allowable Expenses Subject to Reimbursement.

- i. An allowable expense is defined as “an activity that will serve as a benefit to the Village as a body, and at the same time is directly related to the functions of government.” Expenses must be for legitimate Village governance purposes. Expenses that are not approved or are inadequately documented will not be reimbursed. If the expense involves airline travel or hotel expenses, such travel is subject to the Village’s general policy regarding travel.
- ii. As long as all documentation and pre-approval requirements are met, and the Village has budgeted for the expense, the following shall be allowable expenses subject to reimbursement by the Village:
  - 1. Hotel expenses. Hotel stays, when attending, in the capacity of a Village elected official, a meeting, seminar or conference at a location no closer than 50 miles from Village Hall. The Village Manager shall have the discretion to waive the 50 miles restriction in cases of emergency or extenuating circumstances related to the timing of the meeting and/or travel conditions. Because of all-day sessions, these restrictions do not apply to hotel accommodation for Illinois Municipal League conferences.
  - 2. Meals. The following meals may be reimbursed: meals associated with Village business when the business meal is with one or more representatives of another local, state or national government agency, who is meeting in their official capacity for that unit of government, to discuss a policy position of the Village that involves the other local, state or national government agency; meals associated with Village business when the business meal is with a developer, business owner, or representative of a community organization where the primary purpose is to discuss a Village initiative or proposal involving the Village and the other party to the meal; and meals while attending, in the official capacity of a Village elected official, a conference, seminar or meeting located outside of

the Village. Gratuities are limited to a maximum of 20% of the total bill.

3. Mileage. Mileage will be reimbursed for elected officials attending, in their capacity of a Village elected official, offsite training, seminars, meetings, or other official Village business as authorized at the IRS mileage reimbursement rate.
4. Parking. Parking will be reimbursed for elected officials attending offsite training, seminars, meetings or other official Village business provided original receipts are submitted.
5. General Transportation Costs. Transportation and tolls will be reimbursed for elected officials attending offsite training, seminars, meetings, or other official Village business as authorized, provided receipts, cancelled tickets, ticket stubs, or other proof of the incurred expense are submitted. Transportation may include, but is not limited: public transportation, ride sharing services and taxi cabs.
6. Materials. Educational materials, including books and training materials, related to the official capacity of the Village elected official.
7. Seminar costs. Registration fees associated with attending conferences and seminars related to the roles and functions of the elected official and/or the Village.
8. Community luncheons. Registration and/or fees associated with attending luncheons or dinners sponsored by community, business and/or economic development groups, where the Village elected official is attending as a representative of the Village.

E. Prohibited expenditure reimbursements. The following shall be considered expenditures that are prohibited from being reimbursed:

- i. Political contributions;
- ii. Personal (non-Village business) meals, travel, or entertainment;
- iii. Personal items or gifts unless given in an official capacity and as approved by the Village Manager;
- iv. Home expenses, including home telephone or internet services;
- v. Traffic citations, parking fines or penalties;
- vi. Refreshments/supplies for non-business related special events;
- vii. Unsubstantiated expenses.

F. Expense reimbursement procedures. As soon as possible, but at all times, no later than 45 days following the conclusion of the event, or the incurring of the expense the Village elected official must submit to the Finance Director, in the format prescribed by the Finance Director, at least the following information:

- i. Proof of payment;

- ii. If the expense is incurred for travel which includes any hotel stay and or airfare, the pre-approval of the expense must accompany the receipt and proof of payment;
- iii. For all other expenses, receipts and a detailed description of the business purpose of the expense.

Prior to reimbursement, all expense reimbursement requests must first be approved at a Board of Trustees meeting as part of the Accounts Payable approval.

- G. Village Purchasing Cards. No Village Elected Official other than the Village President shall be given or have access to a Village issued purchasing card. However, nothing herein shall prohibit an elected official from requesting that the Village Manager, or his or her designee, place a purchase on a Village purchasing card. Such may be done so long as it is an allowable expense, and, if required, any necessary pre-approval forms have been completed and approved.
- H. Village catered meals. From time to time, the Village may host a meal or provide food as part of a Village meeting with community leaders, business leaders, developers or staff. Nothing herein shall prevent a Village elected official from participating in such a meal or meeting.
- I. Procedure and reimbursement questions. Any question from an elected official, the Village Manager, or the Finance Director related to the procedures or requirements outlined in this section shall be referred, as appropriate, to either the Village Attorney or the Village Ethics Officer.

### **SECTION 3:**

This Ordinance shall be in full force and effect from and after its adoption and publication in pamphlet form as provided by law.