

ORDINANCE NUMBER: 2015-19

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR
THE VILLAGE OF CHERRY VALLEY, ILLINOIS
CHAPTER 2, SECTIONS 2-119 AND 2-120
(TRAVEL ALLOWANCES FOR VILLAGE EMPLOYEES AND OFFICIALS)**

WHEREAS, the Ordinance Committee for the Village of Cherry Valley, Illinois, has been reviewing Chapter 2 of the Code of Ordinances and has found outdated material in some of the sections of Chapter 2; and,

WHEREAS, the Board of Trustees has reviewed and discussed the suggested changes to those sections of Chapter 2 of the Code of Ordinances and is in agreement with the modifications to those sections as contained in this ordinance; and,

WHEREAS, in order to modify the sections of Chapter 2 of the Code of Ordinances for the Village of Cherry Valley, Illinois, it is necessary to enact this ordinance.

NOW, WHEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS, AS FOLLOWS:

SECTION 1: The above-recitals are incorporated herein and made a part hereof.

SECTION 2: Section 2-119, entitled "Travel allowances", is hereby retitled "Travel allowances for Village employees", and shall and hereby is amended to read as follows:

(a) *Authorization.* When employees of the Village are required to travel on official business, the Village will pay reasonable amounts for such employees' transportation, meals and lodging if properly authorized. Such authorization must be received from the Village Board for expenditures. In order to be eligible for reimbursement, such employee must have the prior approval of the proper department head or supervisor and Village Board prior to incurring such expenses.

(b) *Travel by personal vehicle.* Whenever employees use a personal vehicle in the performances of official Village duties, the employees shall be reimbursed at the current Internal Revenue Service rate per mile for business use of a vehicle if such use meets the following conditions:

(1) Such vehicle use was properly authorized as set forth in subsection (a) of this section;

(2) Such reimbursable uses shall, but are not limited to, include the use of a personal vehicle to attend out-of-town functions, training sessions or meetings when such functions are a requirement of the employee's duties or are deemed desirable by their department head or supervisor and the Village Board;

(3) Reimbursable uses shall not include driving to and from an employee's normal worksite;

(4) When an employee is required to attend an out-of-town function, they will be reimbursed from their point of departure to the meeting and from the meeting to their home;

(5) Employees shall submit their claims for mileage and toll reimbursement within ten days after incurring such expense on the expense report form provided by the Village; and

(6) Employees shall be reimbursed for all road, bridge and parking tolls resulting from authorized use of their personal vehicle.

(c) *Travel by common carrier.* The Village may purchase tickets in advance for all employees traveling by common carrier pursuant to proper authorization. All employees shall travel in economy class whenever possible.

(d) *Meal allowance.* Employees may be reimbursed for an amount up to \$50.00 per day for reasonable meal expenses while traveling. Such expenditures must be verified by expense receipts submitted to the Village in accordance with subsection (f) of this Section. In the event that meal expenses total greater than \$50.00 per day, the employee shall be responsible for the amount that exceeds \$50.00.

(e) *Lodging.* Employees' lodging expenses will be eligible for reimbursement for traveling on authorized Village business. When lodging is required, employees are expected to utilize standard medium priced hotels or motels. However, if an employee is to attend a formal, organized meeting or convention, he may stay at the hotel or motel where the meeting is to be held. In all cases, the Village will pay no more than the regular single room rate unless otherwise authorized by the department head or supervisor.

(f) *Settlement.* Within ten days upon return from Village authorized travel, the employees will be required to account for his expenses on the expense report form provided by the Village. Individual receipts for all expenses must be attached.

(g) *Use of Village vehicles.* In all circumstances, employees must have prior approval from their supervisor, department head, or Village Board before using

any Village owned vehicle for any purpose. From time to time, passengers other than Village employees may need to ride in a Village owned vehicle. The passenger must abide by all applicable state statutes as any village employee. Seat belts must be worn in accordance with the laws set forth by the state. If such approval is given, Village vehicles must be used for the following purposes:

- (1) Travel for Village business while on duty.
- (2) Authorized attendance at professional and/or work related meetings, classes, seminars and conferences.
- (3) Travel to and from working assignments beyond normal working hours.

Employees who have been assigned a Village owned vehicle to take home are permitted personal use of that vehicle as it would relate to a normal trip to or from work or that would occur during a normal business day. Such situations might be minor retail shopping, lunch breaks, or picking up a family member from work or school as needed. Any employee violating any of the provisions of this section will be subject to disciplinary action that may lead to the suspension from the use of the Village vehicle.

SECTION 3: Section 2-120, "Reserved", is hereby retitled "Travel allowances for elected Village officials", and shall and hereby read as follows:

(a) *Authorization.* When Village officials are authorized to travel on official business, the Village will pay reasonable amounts for such officials' transportation, meals and lodging if properly authorized. Such authorization must be received from the Village Board for expenditures. In order to be eligible for reimbursement, such official must have the approval of the Village Board prior to incurring such expenses.

(b) *Travel by personal vehicle.* Whenever Village officials use a personal vehicle in the performances of official village duties, the officials shall be reimbursed at the current Internal Revenue Service rate per mile for business use of a vehicle if such use meets the following conditions:

- (1) Such vehicle use was properly authorized as set forth in subsection (a) of this section;

(2) Such reimbursable uses shall, but are not limited to, include the use of a personal vehicle to attend out-of-town functions, training sessions or meetings when such functions are deemed desirable by the Village Board;

(3) When an official is authorized to attend an out-of-town function, they will be reimbursed from their point of departure to the meeting and from the meeting to their home;

(4) Officials shall submit their claims for mileage and toll reimbursement within ten days after incurring such expense on the expense report form provided by the village; and

(5) Officials shall be reimbursed for all road, bridge and parking tolls resulting from authorized use of their personal vehicle.

(c) *Travel by common carrier.* The Village may purchase tickets in advance for all officials traveling by common carrier pursuant to proper authorization. All officials shall travel in economy class whenever possible.

(d) *Meal allowance.* Village officials may be reimbursed for an amount up to \$50.00 per day for reasonable meal expenses while traveling. Such expenditures must be verified by expense receipts submitted to the Village in accordance with subsection (f) of this Section. In the event that meal expenses total greater than \$50.00 per day, the official shall be responsible for the amount that exceeds \$50.00.

(e) *Lodging.* Village officials' lodging expenses will be eligible for reimbursement for traveling on authorized Village business. When lodging is required, officials are expected to utilize standard medium priced hotels or motels. However, if a Village official is to attend a formal, organized meeting or convention, he may stay at the hotel or motel where the meeting is to be held. In all cases, the Village will pay no more than the regular single room rate unless otherwise authorized by the Village Board.

(f) *Settlement.* Within ten days upon return from Village authorized travel, the officials will be required to account for his expenses on the expense report form provided by the village. Individual receipts for all expenses must be attached.

(g) *Use of Village vehicles.* In all circumstances, officials must have prior approval from the Village Board before using any Village owned vehicle for any purpose. From time to time, passengers other than Village officials may need to ride in a Village owned vehicle. The passenger must abide by all of the same rules as any Village official. Seat belts must be worn in accordance with the

laws set forth by the state. If such approval is given, Village vehicles must be used for the following purposes:

- (1) Authorized attendance at professional and/or work related meetings, classes, seminars and conferences.

SECTION 4: Except as modified in Sections above, the Code Sections as they previously existed and were printed shall remain in full force and effect.

SECTION 5: This Ordinance shall become in full force and effect from and after its approval, passage and publication in pamphlet form.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: SALLY HOLLEMBEAK

BY ROLL CALL VOTE THIS 6TH DAY OF OCTOBER, 2015

AS FOLLOWS:

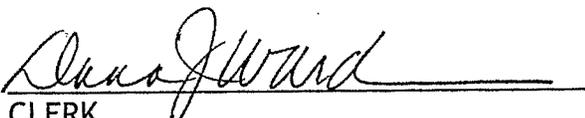
VOTING "AYE": STEPHEN APPELL, NANCY BELT, JEFF FUSTIN,
SALLY HOLLEMBEAK, GARY MAITLAND AND DAVID SCHROEDER

VOTING "NAY": NONE

ABSENT, ABSTAIN, OTHER: NONE

APPROVED OCTOBER 6, 2015

ATTEST:


CLERK


PRESIDENT