

**SHELBY COUNTY TRAVEL
ORDINANCE
16-03-“O”**

Effective January 1, 2017

AMENDED

October 13, 2022 with updated fee reimbursement

POLICY

Shelby County reimburses employees for certain expenses incurred while conducting company business out of the County in the performance of their duties. These expenses might include but are not limited to conference attendance, educational training, and business meetings. Travel reimbursement for County business related to an individual's job within Shelby County will also be reimbursed with approval from the Department Head. Rates of reimbursement are shown in Appendix A Reimbursement Schedule.

SCOPE

This part shall apply to the following:

- 1) All full and part-time employees of the County;
- 2) Employees are considered anyone who is receiving payroll from Shelby County, whether that be a County Board member, or Elected or Appointed Official;
- 3) This policy does not apply to Independent Contractors

PROCEDURE

If an employee is required to travel on County Business, the following is a list of eligible reimbursable expenses: (All expenses must be pre-approved by the appropriate department head and be in accordance with the domestic meals and incidental expense breakdown per Amendment 109 of the Federal Travel Regulation, effective Jan. 1, 2016)

- * The mileage reimbursement rate shall be the same as the mileage rate recognized by the Travel Regulation Council section 3000.300(f) (2), currently \$0.655
- * Hotel Bills
- * Daily (non-cumulative) per Diem up to \$65.00 (this amount shall be equal to the Federal CONUS rate); this allotment may be prorated up to \$32.50 for partial day travel/attendance
- * Parking fees/tolls
- * Registration fees (if not prepaid)
- * Business related expenses approved by the department head

You must have itemized receipts for all hotel expenses, meals and parking fees, if feasible, as well as a copy of the registration form or event information sheet.

The County will not reimburse for:

- * Expenses for an employee's spouse
- * Alcoholic beverages, Movie rentals, Entertainment type expenses, Cleaning, Traffic or Parking tickets or other personal expenses not listed in the approved reimbursements
- * TIPS

Meal Allowance Reimbursement Policy

- a) The meal allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the County Board. The rates should be reviewed periodically and adjusted as necessary.
- b) Breakfast is payable when an employee is on travel status and leaves for County Business at or before 6:00 a.m.
- c) Dinner is payable when an employee is on travel status and arrives back home at or after 7:00 p.m.

All bills must be approved first by the Department Head.

Registrations are usually paid in advance of attending seminars, workshops, Zone meetings or conferences. To receive payment for any reimbursed business expenses, the employee should complete the attached reimbursed Business Expense Form and a Claim for Payment Form and attach all verifying receipts. These forms will then be forwarded to the appropriate committee for payment approval. (Purchasing, Law Enforcement, Health, Road/Bridge)

Appendix A

Reimbursement Schedule

The following rates are effective for Departments under jurisdiction of the County Board

<u>Type of Reimbursement</u>	<u>Rate</u>
<u>Mileage</u>	\$0.67/mile effective 1/1/2024 (Always follows the Federal rate)
<u>Meals</u>	
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00
<u>Lodging</u>	
Chicago Metro	Federal Rate*
Suburban Cook County	\$200.00
Dupage, Will, Kane, Lake and McHenry Counties	\$175.00
Downstate Illinois –Counties of Champaign, Kankakee, Peoria, McLean, Sangamon, St. Clair, Madison, LaSalle, Rock Island, Tazewell and Winnebago	\$125.00
All other counties	\$110.00
Out- of-state locations	\$125.00

*The maximum reimbursement rate in Cook County is equal to the rate established by the federal government.

Hotels booked for Conferences, Training, Educational Seminars and Conference Staff Training will be reimbursed at the cost of the scheduled event with receipts.