

**ORDINANCE NO. 16-06**

**AN ORDINANCE AMENDING TITLE 1, CHAPTER 25  
OF THE Creve Coeur Public Library  
REGARDING LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

**WHEREAS**, the Creve Coeur Public Library was adopted on March 2, 1970, and duly published in book form; and

**WHEREAS**, Public Act 99-0604, The Local Government Travel Expense Control Act imposed an unfunded mandate upon local government agencies to adopt an ordinance or resolution governing travel expense reimbursement.

**WHEREAS**, it is appropriate and required to therefore adopt an ordinance to regulate the reimbursement of travel expenditures for local government purposes.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE Creve Coeur Public Library**, Tazewell County, Illinois, that the Code is hereby amended by adding a new Chapter 25 to Title 1 of the Village Code, which shall read as follows:

**CHAPTER 25  
LOCAL GOVERNMENT TRAVEL CONTROL ACT POLICY**

**Section 1-25-1 DEFINITIONS, GENERAL:** Whenever the following words or terms are used in this chapter, they shall have the meanings herein ascribed to them, unless the context makes such meaning repugnant thereto:

**ENTERTAINMENT:** The term "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 EXPENSE:** The term "Travel Expense" means any expenditure directly incident to official travel by employees or officers of the Library involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**Section 1-25-2 PERMISSABLE REIMBURSABLE TRAVEL EXPENSES:** It is the policy of the Creve Coeur Public Library to reimburse only reasonable and necessary travel expenses incurred by employees, officers, or agents of the Creve Coeur Public Library. The types of official business for which travel expenses are allowed is as follows:

- A. Professional Education.
- B. Professional Certifications or Trainings.
- C. Professional Association or Club conferences.
- D. Lobbying activities on behalf of Creve Coeur Public Library.
- E. The conduct of meetings which cannot conveniently be held within the corporate boundaries of the Creve Coeur Public Library.
- F. Such other events or occurrences as may be necessary to adequately and fully attend to the duties and responsibilities assigned to the officer or employee.

**Section 1-25-3: MAXIMUM ALLOWABLE REIMBURSEMENT:** The maximum allowable reimbursement to be paid to any employee for travel expenses which can be reimbursed to the employee without advanced board approval is \$1,000.00. In the event of an emergency or other extraordinary circumstances, travel expenses may be authorized and approved in an amount in excess of the maximum allowable limit otherwise provided herein by the Mayor. In order to approve non-emergency travel expenses in excess of the limits provided herein, the corporate authorities of the Village of Morton must approve the reimbursement.

**Section 1-25-4: STANDARDIZED FORM FOR SUBMISSION OF EXPENSES:** The Library Administrator shall prepare and promulgate a standardized form for submission of travel expenses and shall be made available on request to any employee or officer of the Village.

The standardized form shall require the employee or officer seeking reimbursement to submit documentation along with their request for reimbursement, which documentation satisfies the requirements of Section 20 of the Local Government Travel Expense Control Act.

**Section 1-25-5: REIMBURSEMENT FOR ENTERTAINMENT EXPENSES PROHIBITED:** The Creve Coeur Public Library shall not reimburse any officer, employee or elected official for any entertainment expenses.

**Section 1-25-6: BOARD OF TRUSTEES TRAVEL EXPENSES:** The Library shall not reimburse any travel expense of the Director or any member of the Board of Trustees unless reimbursement has been approved by a roll call vote of the Board of Trustees at an open public meeting.

**BE IT FURTHER ORDAINED** that this ordinance shall be in full force and effect upon its passage, approval, and publication as may be required by law.

**PASSED AND APPROVED** at a regular meeting of the President and Board of Trustees of the Village of Morton this \_\_\_\_\_ day of \_\_\_\_\_, 2016; and upon roll call the vote was as follows:

\_\_\_\_\_  
**President**

**ATTEST:**

\_\_\_\_\_  
**Library Secretary**