

**SOUTH HOLLAND PUBLIC LIBRARY  
RESOLUTION NO. 2017-05**

**RESOLUTION REGULATING REIMBURSEMENT OF  
TRAVEL, MEAL AND LODGING EXPENSES**

**Recitals and Definitions**

- 1. Requirement.** This Resolution is adopted by the Board of Library Trustees of the South Holland Public Library responsive to the requirements of *The Local Government Travel Expense Control Act* (the Act), 50 ILCS 150/1.
- 2. Reimbursable Rates.** The Library shall reimburse permitted expenses as set forth on the attached Exhibit A.
- 3. Reimbursement Request Form.** The Library shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library's *Reimbursement Request Form* (Exhibit B) and *Detailed Reimbursement Form* (Exhibit C).
- 4. Entertainment Expenses.** The Library 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 Resolution and the Act.
- 7. Conflict.** All resolutions or part of resolutions conflicting with any provision of this Resolution be and the same are repealed.
- 8. Effective Date.** This Resolution shall be in full force and effect from and after its adoption.

Adopted November 14, 2016, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
John R. Russell, President, Board of  
Library Trustees of the South Holland  
Public Library

(Library Seal)

ATTEST:

\_\_\_\_\_  
Nancy Banash, Secretary, Board of  
Library Trustees of the South Holland  
Public Library

**Exhibit A**  
**SOUTH HOLLAND PUBLIC LIBRARY**  
**PERMITTED TRAVEL EXPENSES**

The South Holland Public Library shall reimburse expenses, including transportation, meals and lodging which are reasonably necessary for Library business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the Library’s mission.

The maximum reimbursable amounts are as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (Coach)
Auto	IRS standard mileage rate at time of reimbursement, parking fees and tolls
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable cost

<b>Maximum Reimbursable Rates for Meals</b>	
Meals included with conference, workshop or seminar	Actual reasonable cost
Meals not included with conference, workshop or seminar	Actual cost not to exceed the per diem rates as determined by the GSA website*
Breakfast	\$20.00*
Lunch	\$25.00*
Dinner	\$50.00*

<b>Maximum Reimbursable Rates for Lodging</b>	
Convention Hotel	Actual reasonable rate/night
Non-convention Hotel	Lowest reasonable rate/night
General Lodging	Lowest reasonable rate/night not to exceed the per diem rate as determined by the GSA website*
All other lodging	\$150.00/night*

\*Maximum meals and lodging will be reimbursed at the level provided in the annually updated U.S. General Services Administration’s Per Diem Rates chart found at [www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877). Rates listed above are for occasions where there is not a chart.

Resolution No. 2017-05  
Resolution Regulating Reimbursement of Travel, Meal and Lodging Expenses

**Exhibit B**  
**SOUTH HOLLAND PUBLIC LIBRARY**  
**REIMBURSEMENT REQUEST FORM**

- (1) Name and title of the person who is requesting reimbursement of travel, meal, or lodging expense:

\_\_\_\_\_

Name

\_\_\_\_\_

Job Title/Office

- (2) Date or dates and nature of the Library business in which the travel, meal, or lodging expense was expended.

\_\_\_\_\_

Name of Event or Program

\_\_\_\_\_

Date(s) of Event or Program

\_\_\_\_\_

Location of Event or Program

- (3) Attachments:

- (a) Documentation describing the Library business event or program;
- (b) *Detailed Reimbursement Form*; and
- (c) Receipts of the expenses incurred.

- (4) At the discretion of the Library Board, additional documentation relevant to the request for reimbursement may be required.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

**Exhibit C**  
**South Holland Public Library**  
**Detailed Reimbursement Request Form**

**Name:** \_\_\_\_\_

**Job Title/Office:** \_\_\_\_\_

**Event/Program:** \_\_\_\_\_

Date	Description	Expense/Mileage	Fund	Total
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	
			15-00-	

**Total Reimbursement amount requested: \$** \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_