FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

EXHIBIT C.2
August 16, 2016
Attachment

C.2   Resolution 2016-07 Expense Reimbursement

RECOMMENDED MOTION: Adopt Resolution 2016-07 Expense Reimbursement

BACKGROUND INFORMATION:
On July 22, 2016, the Governor signed HB4379, establishing *the Local Government Travel Expense Control Act*, which requires the Library to place regulations on the travel, meal, and lodging expenses of employees and board members.

January 1, 2017, is the effective date of the Act. As of 60 days after the effective date, or March 2, 2017, the Act requires the Library Board to approve expenses for travel, meals, and lodging **by roll call vote at an open meeting** for
1. Library Employees: only expenses incurred that exceed the maximum allowed under the regulations we adopt (which we will do in the attached resolution, described below) and
2. Library Board members: all expenses incurred.

The Library must provide a standardized form for submission of travel, meal, and lodging expenses, with which the Library is already compliant and a copy of the form is attached.

The Library must pass a resolution or ordinance that regulates the reimbursement of all travel, meal, and lodging expenses of employees and Board members. The resolution or ordinance must regulate, at a minimum: (1) the types of official business for which travel, meal, and lodging expenses are allowed; and (2) the maximum allowable reimbursement for travel, meal, and lodging expenses. While the resolution or ordinance may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses, it may only so do in the event of an emergency or other extraordinary circumstances.

Finally, the law states that as of the effective date of January 1, the Library is prohibited from reimbursing any governing board member or employee for any entertainment expense, which includes 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. **The Employee Handbook has never permitted these expenses anyway, so no procedural change is required as a result of this provision.**

FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT

ORDINANCE 2016-07

ORDINANCE REGULATING THE REIMBURSEMENT OF TRAVEL EXPENSES OF THE
FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES AND EMPLOYEES

The Fox River Valley Public Library District is committed to providing opportunities for employees and Board members to attend workshops, seminars and conferences, and to participate in professional organizations. Employees are encouraged to obtain additional education or training to increase their competence in present jobs and to prepare for advancement.

Qualifying travel expenses are "ordinary and necessary" expenses incurred by an employee or Board member for travel, lodging, meal, and / or incidental expenses for travel away from home in connection with attendance at workshops, seminars and conferences, and participation in professional organizations.

The maximum allowable reimbursement for travel expenses is limited to the standard IRS mileage allowance; economy airfare, including non-refundable and penalty fares; and / or the current rate for actual expenses incurred via other modes of travel.

Reimbursements for meal, lodging and / or incidental expenses will be reimbursed at their actual cost and must be accompanied by receipt or supporting documentation, but the maximum allowable reimbursement is limited to the current IRS *per diem* rate at the time of travel.

In the event of an emergency or other extraordinary circumstances, expenses that exceed the maximum allowable travel, meal, or lodging expenses, may be considered for approval by the Library Board.

Passed by the Board of Trustees of the Fox River Valley Public Library District this 18TH day of August, 2016, by a vote of:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Approved:

_____
Margaret M. Skold, Ph.D., President
Fox River Valley Public Library District

Attest:

_____
Richard V. Corbett, Secretary
Fox River Valley Public Library District