

STATE OF ILLINOIS)
)
COUNTY OF KANE) SS

SECRETARY'S CERTIFICATE

I, **JOHN GAMBOA**, the duly qualified and acting Secretary of the Board of Trustees of the Fox River & Countryside Fire/Rescue District, Kane and DuPage Counties, Illinois, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2016-14

**AN ORDINANCE ESTABLISHING THE
REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF
OFFICERS AND EMPLOYEES IN THE
FOX RIVER & COUNTRYSIDE FIRE/RESCUE DISTRICT**

which Ordinance was duly adopted by said Board of Trustees at a regular meeting held on the 19th day of December 2016.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board of Trustees complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of December 2016.


JOHN GAMBOA, SECRETARY

SECTION V: Documentation of Expenses.

Before any reimbursement for travel, including meals or lodging, may be approved pursuant to Section IV, a standardized form for submission of travel, meal, and lodging expenses supported by the following minimum documentation shall first be submitted to the Board of Trustees:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1

SECTION VI: Entertainment Expenses.

No employee or officer of the District shall be reimbursed by the District for any entertainment expense.

SECTION XII: Effective Date.

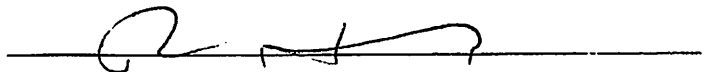
This Ordinance shall be in full force and effect from and after its passage.

ADOPTED this 19th day of December 2016, pursuant to a roll call vote as follows:

AYES: 5

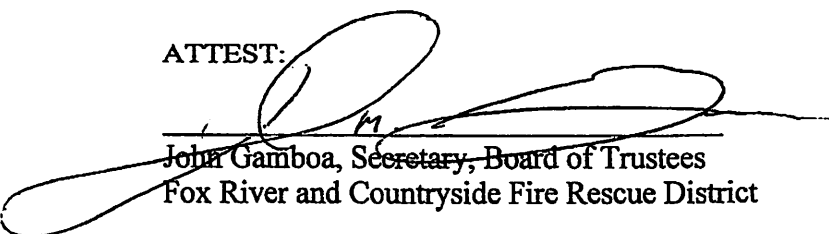
NAYS: 6

ABSENT: 0



Robert Handley, President Board of Trustees
Fox River and Countryside Fire Rescue District

ATTEST:



John Gamboa, Secretary, Board of Trustees
Fox River and Countryside Fire Rescue District

**AN ORDINANCE ESTABLISHING THE
REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF
OFFICERS AND EMPLOYEES IN THE
FOX RIVER AND COUNTRYSIDE FIRE RESCUE DISTRICT**

BE IT ORDAINED by the Board of Trustees of the Fox River and Countryside Fire Rescue District, Kane and DuPage Counties, Illinois, as follows:

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99-0604, requires all non-home rule local public agencies to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

WHEREAS, the Board of Trustees has determined that it must comply with the Act by passage of this ordinance.

SECTION I: Definitions.

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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: any expenditure directly incident to official travel by employees and officers of the District or by wards or charges of the District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

SECTION II: Official Business for which Expenses May Be Reimbursed.

- (1) An official of the District shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the officer of the District;
 - b. Site visits to current or potential vendors of the District
 - c. [If desired, insert additional authorization(s)]
- (2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences related to the duties of the employee of the District;
 - b. Site visits to current or potential vendors of the District
 - c. [If desired, insert additional authorization(s)]

SECTION III: Maximum Allowable Reimbursement for Expenses.

~~(1) Choose one of the bracketed provisions:~~

[Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the District shall be those rates set by the Reimbursement Schedule of the Governor's Travel Control Board in effect at the time the expense was incurred.]

OR

[Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the District shall be those rates set by the Federal Travel Regulation and maintained by the United States General Services Administration for travel per diem, meals, and incidental expense in effect at the time the expense was incurred.]

OR

[Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the District shall be as follows: (list rates for mileage, lodging, meals, and incidental expenses)].

SECTION IV: Approval of Expenses.

The Board of Trustees must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board of Trustees:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board of Trustees of the District.