

## PRESS PLUS ISSUE 118 (April 2025) – 5/23/25 Policy Committee Meeting

### 1. Action to be taken:

       **CONSENT**

### 2. Policy Committee to Determine:

       **Adopt as Presented**

*(change “revised” & “reviewed” date)*

LINCOLNWOOD SCHOOL DISTRICT 74 \ SECTION 5 - Personnel \ General Personnel \

*Document Status: Draft Update*

**General Personnel**

**5:60 Expenses**

The Board of Education shall pay for or reimburse employees for expenses necessary for the performance of their duties, including, but not limited to travel, meal, and lodging expenses, which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

No money shall be paid, advanced or reimbursed for: (1) the expenses of any person except the employee, (2) an employee's personal expenses, or (3) entertainment expenses. 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 the entertainment is ancillary to the purpose of the program or event.

No payment or reimbursement shall be made for any trip that requires airfare and/or hotel accommodations without first submitting a proposed budget for said trip and obtaining Board approval.

For travel on school business, an employee will be reimbursed for meals on an actual cost basis, not to exceed the applicable per diem spending limit for meals and incidental expenses as set by the General Services Administration for the geographic location in which the expense is incurred. Lodging, registration fees, and transportation are also reimbursed for actual cost.

All requests for expense advancements, reimbursements, payments, and/or purchase orders that exceed the amounts outlined in this policy may only be approved when:

1. An emergency or other extraordinary circumstance exists; and
2. The request is approved by a roll call vote at an open Board meeting.

Employees must submit to the Superintendent an itemized, signed reimbursement form (on the applicable standardized form prepared by the

District) showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board of Education in its regular bill process, except as otherwise provided in this policy.

### Additional Requirements for Travel Expenses Charged to Federal and State Grants

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act ([30 ILCS 708/](#)) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would:  
(1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in

accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

#### LEGAL REF.:

2 C.F.R. §200.475<sup>4</sup>. [PRESSPlus1](#)

[30 ILCS 708/130](#), Grant Accountability and Transparency Act.

[50 ILCS 150/](#), Local Government Travel Expense Control Act.

[105 ILCS 5/10-22.32](#).

[820 ILCS 115/9.5](#), Ill. Wage Payment and Collection Act.

ADOPTED: March 7, 2013

REVISED: June 3, 2020

REVIEWED: June 3, 2020

**Comments:** The District's Policy Committee has decided to remove the edit history moving forward. Each Policy should have only one date for each:  
Adopted Date: Reviewed or Revised Date:

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 118, April 2025**