

**BOARD OF EDUCATION OF RIVER FOREST PUBLIC SCHOOLS DISTRICT 90
RESOLUTION APPROVING TRAVEL, MEAL AND LODGING POLICY**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government, including school boards, are required to establish regulations with respect to allowable travel expenses;

NOW, THEREFORE, be it ordained by the Board of Education of River Forest Public Schools District 90 as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The Board of Education has prepared Board Policy Nos. 2:125 and 5:60, which regulate the reimbursement of all travel, meal, and lodging expenses of Board members, administrators, and employees. A copy of Board Policy Nos. 2:125 and 5:60, and the applicable attachments, are attached hereto.

Section 3. The Board of Education approves and adopts Board Policy Nos. 2:125 and 5:60.

Section 4. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 5. This Resolution shall be in full force and effect upon its passage.

PASSED THIS ____ day of _____, 2017.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2017.

ATTEST:

President, Board of Education

Secretary, Board of Education

ATTACHMENT A – RIVER FOREST PUBLIC SCHOOLS DISTRICT 90
PERMISSIBLE TRAVEL EXPENSES

Types of Official Business Applicable to this Policy. The School District shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official School District business. Types of official School District business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the School District's mission.

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	Mid-Fare selections for the hotel/meeting facility or general area.
Lunch	
Dinner	

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	Conference rate or mid-fare room accommodations for single room rate.
DuPage, Kane, Lake, McHenry and Will Counties	
All other Illinois Counties	
Outside of Illinois	As approved by the Board

ATTACHMENT B – RIVER FOREST PUBLIC SCHOOLS DISTRICT 90
TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under District Policy Nos. 2:125 and 5:60, the following minimum documentation must first be submitted, in writing, to the Board of Education of the District:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

Name

Job Title/Office

- (2) The date or dates and nature of the official District business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official District business event or program.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) 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. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Education in considering your request for reimbursement. In the discretion of the Board of Education, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Education with respect to the reimbursement request.

Name

Date