

General Personnel

General Personnel Compensation; Expenses

BOARD POLICY FOR REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

The Illinois General Assembly recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act became effective on January 1, 2017. As required by the Act, it is the Board of Education of Oak Park Elementary School District No. 97’s policy to regulate the reimbursement of all general and administrator travel expenses as set forth below:

1. Definitions.

- a. “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.
- b. “Travel” means any expenditure directly incident to official School District business travel by administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

2. Reimbursable Rates. The School District shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.

3. Reimbursement Request Form. The School District shall only approve reimbursement of expenses if the administrator, officer or employee submits said expenses on the School District’s Reimbursement Request Form, attached as Exhibit B. All documents submitted to the School District for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. Entertainment Expenses. The School District shall not reimburse any administrator, officer, 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 only be approved by a roll call vote at an open meeting of the Board of Education of the School District:

- a. Any reimbursable expenses of a School District administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
 - b. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
- 6. Compliance with Act.** The School District shall comply with all other requirements of the Local Government Travel Expense Control Act and any School District policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Control Act is hereby repealed to the extent of such conflict.

Adopted: