

SPONSORED BY: GARY JURY

ORDINANCE  
OF THE  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS

SUBMITTED BY: OPERATIONS AND ADMINISTRATIVE COMMITTEE

**2017 CO 066**

ORDINANCE AMENDING THE TRAVEL REGULATION  
ORDINANCE OF WINNEBAGO COUNTY

WHEREAS, the County of Winnebago has previously adopted an ordinance regulating travel and travel-related expenses for employees and officials of the County; and

WHEREAS, the Illinois General Assembly approved the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.*, effective January 1, 2017, which requires some modifications to the County’s current Travel Regulation Ordinance; and

WHEREAS, the County Board has determined that it is in the best interests of the County of Winnebago to amend the Travel Regulation Ordinance and approve a standardized form for requests for travel authorization and reimbursement.

NOW THEREFORE BE IT ORDAINED, by the County Board of the County of Winnebago, Illinois, that Chapter 62, Article VI, Division 6, Sections 62-223, 62-224 and 62-227 of the Winnebago County Code are hereby deleted in their entirety and replaced with the following:

Sec. 62-223. – Definitions.

“Entertainment” includes, but it 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” means any expenditure directly incident to official travel by employees and officers of the County involving reimbursement to the traveler or direct payment to private agencies providing transportation or related services.

Sec. 62-224. – Authority for travel.

- (a) All travel of any individual subject to this division shall be authorized as follows:

- (1) For departments under the employment jurisdiction of the county board, department head approval shall be obtained by any department employee for travel dollars approved within the department's budget. All appointed department heads shall provide written notice to the county administrator prior to travel within the provisions of this division.
  - (2) For employees in offices of countywide elected officials, by the elected officials.
  - (3) For county board travel, overview by the finance committee and administered by the county administrator within the travel budget. Final approval of travel expenditures for county board members will be made by the County Board as set forth in Section 62-227(c)(3).
- (b) Each department shall develop a system for the prior authorization and control of travel sufficient to prevent the obligation of funds exceeding appropriation, and to hold travel to the minimum required for the efficient and economic conduct of the county's business. Such procedure shall be developed and filed with the county auditor. The auditor shall be notified of any amendment to the procedure.
- (c) The procedure for requesting travel authorization is as follows:
- (1) No reimbursement for travel outside the county shall be allowed unless written approval by the department head is obtained in advance. Trips to neighboring counties, not exceeding 50 miles beyond the county borders do not require advance approval unless overnight lodging is obtained. Requests for approval of out of county travel shall be made on a form prepared by the county auditor for that purpose entitled "Out-of-County Travel Form," which is available on the Winnebago County Auditor's webpage.
  - (2) In cases of emergency where advance approval cannot be obtained, a memorandum stating the circumstances and approved by the department head or his representative shall be attached to the travel voucher.

Sec. 62-227. – Travel vouchers.

- (a) Memorandum of expenditures. A memorandum of all travel expenditures properly chargeable to the county shall be kept by individuals subject to this travel division. The information accumulated shall be available for the proper preparation of travel vouchers.

- (b) Preparation of travel vouchers. Preparation procedures are as follows:
- (1) All claims for the reimbursement of travel expenses shall be submitted on a form prepared by the county auditor for that purpose entitled "Out-of-County Travel Form," which is available on the Winnebago County Auditor's webpage.
  - (2) The purpose of the travel shall be indicated on the travel voucher.
  - (3) The travel vouchers shall be accompanied by a copy of the travel authorization form if travel out of the county is included.
  - (4) The travel voucher shall show in the spaces provided the name and job title or office of the individual requesting reimbursement, the dates and times of travel, the points of departure and destination, the mode of transportation and the cost of transportation incurred.
  - (5) When a privately owned automobile is used, the travel voucher shall include mileage, including the beginning and ending odometer readings.
  - (6) Travel vouchers shall be supported by receipts where applicable.
  - (7) The travel voucher shall be prepared in duplicate, either typewritten or printed in ink. All copies of the voucher shall be signed by the individual who has incurred the expenses and by the department head.
  - (8) Individuals submitting travel vouchers are personally responsible for their accuracy and propriety. Any misrepresentation shall be cause for disciplinary action or prosecution.
- (c) Approval and submission. Approval and submission procedures are as follows:
- (1) Each voucher shall be first approved by the department head who shall sign both the original and the copy. The original of the travel authorization form shall then be forwarded to the county auditor, with the copy to be maintained by the department.
  - (2) Requests for reimbursement that exceed the maximum allowed under this division may be permitted due to emergency or other extraordinary circumstances.
  - (3) Requests for reimbursement that exceed the maximum allowed or for reimbursement to any County Board member must be approved

by roll call vote of the County Board at an open meeting after review of the submitted travel voucher.

- (4) Travel vouchers that are not prepared in accordance with this division or not properly supported by receipts, when required, shall be returned to the originator for correction.
- (d) Frequency of submission. Travel vouchers shall be submitted within seven days after the end of travel. Travel vouchers may be submitted at any time reimbursement is due the traveler, without regard to the amount of reimbursement requested.
- (e) Items billed directly. No requests for reimbursement shall be made on the travel vouchers for items of expenditure in connection with travel which are billed directly to the county. However, such charges shall be itemized on the employee's travel voucher in the proper columns with footnotes indicating that such charges have been directly billed to the county and indicating the name of the vendor. The inclusion of this information on the travel voucher will facilitate the verification of direct billing when it is received from the vendor. All columns of the travel voucher shall be totaled and cross footed. The direct billed total will then be deducted from the cross footed total with the balance being the amount reimbursed to the employee.

BE IT FURTHER ORDAINED, by the County Board of the County of Winnebago, Illinois, that the Out-of-County Travel Form, in substantially the same form as that attached hereto as Exhibit A, is approved for requests for travel authorization and reimbursement under the County Travel Regulation Ordinance.

BE IT FURTHER ORDAINED, that this Ordinance shall be in full force and effect immediately.

BE IT FURTHER ORDAINED, that the Clerk of the County Board is hereby directed to prepare and deliver a copy of this Ordinance to the County Administrator, the County Auditor, the County Chief Finance Officer, and the County Finance Director.

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## INSTRUCTIONS FOR OUT-OF-COUNTY TRAVEL

Please review the following instructions as you document your request for travel and any subsequent reimbursements. The travel forms contained in this excel worksheet contain a number of self-calculating references. This allows travelers to quickly and correctly prepare their documents for processing.

### PLEASE FOLLOW THE STEPS IN ORDER!

Information must be entered in the boxed areas, as applicable:

All other figures are self-calculating.

The forms in this packet are **required** for the travel event. All reimbursements through County Finance, and all travel advances require these forms to be completed -- as applicable --and submitted.

#### STEP ONE: TRAVEL AUTHORIZATION - *Required*

Required for all business travel outside of Winnebago County. This form must be filled out completely and signed by traveler's department head. Amounts here need not be exact, but should be estimated as precisely as possible.

Mileage and per diem may be calculated using the applicable worksheets, and then manually entered here on lines 10 & 11.

#### STEP TWO: MILEAGE CALCULATOR *(Only necessary if traveler requests mileage reimbursement)*

If the traveler will be requesting a reimbursement for the miles driven on a personal vehicle, this calculator must be used. The date, origin/destination, and odometer readings must be entered. Calculations are automatic.

**This form MUST be completed (with actual figures) after trip has been completed, and a copy must be attached to the TRAVEL CLAIM form.**

#### STEP THREE: PER DIEM CALCULATOR *(Only necessary if traveler requests per diem reimbursement)*

If the traveler will be requesting a reimbursement for per diem expenses, this calculator must be used. The time of departure and return must be entered, as well as the per diem rate. The dates will be automatically transferred from the TRAVEL AUTHORIZATION form.

Additionally, please indicate the meals that were provided at no additional charge to the traveler, through a conference, seminar, airline flight, etc. Simply click on the cell that corresponds to the date and meal that was provided, and select "MEAL PROVIDED DURING TRIP" from the drop-down menu. All calculations are automatic.

**This form MUST be completed after trip has been completed, and a copy must be attached to the TRAVEL CLAIM form.**

#### STEP FOUR: TRAVEL CLAIM - *Required*

All actual expenses for the travel event must be included in the proper space provided on this form. Please indicate the expense paid, and enter the amount paid in the appropriate column, based upon the payment method. This form must be turned in (along with the other completed forms in this workbook) to County Finance. **Do NOT turn in this form until all expenses have been paid and trip has been completed.**



## COUNTY OF WINNEBAGO

### REQUEST FOR TRAVEL AUTHORIZATION

1 Traveler's name:		Dept.:	
2 Destination:		Phone #:	
3 Departure date:		Return date:	
4 Purpose of trip:			

#### ESTIMATED COST OF TRAVEL:

	<u>Description</u>	<u>Estimated amount</u>
5	Transportation	\$ -
6	Transportation	\$ -
7	Registration & Fees:	\$ -
8	Lodging:	\$ -
9	Other:	\$ -
10	Mileage and tolls: <i>Estimated mileage expense</i>	\$ -
11	Estimated per diem: <i>Use per diem calculator to create estimate, and enter on this line, at right:</i>	\$ -
12	Other: <i>Other incidentals, if applicable</i>	\$ -
13	<b>TOTAL ESTIMATED TRAVEL COST:</b>	\$ -

NOTE: Please utilize the most inexpensive mode of transportation (air/automobile/train) that will accommodate your needs. An effective comparison would consider carrier costs, fuel or mileage expenses, and additional per diem and lodging. When booking airline tickets, please compare quotes from at least three internet travel companies such as Orbitz, Travelocity, Expedia, etc..

Traveler's signature:		Date	
Approval signature:		Date	

# COUNTY OF WINNEBAGO

## MILEAGE CALCULATOR

1 Traveler's name:

Dept.:

2 Destination:

Phone #:

3 Departure date:

Return date:

4 Current Mileage Rate: \$0.535 /mile

DATE	POINT OF DEPARTURE/ DESTINATION	ODOMETER	MILES DRIVEN	REIMBURSEMENT TOTAL
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
	FROM:			
	TO:			
TOTALS:				\$

## COUNTY OF WINNEBAGO

### TRAVEL CLAIM FORM: OVERALL EXPENSE SUMMARY

- 1 Traveler's name: Dept.:  
 2 Destination: Phone #:  
 3 Departure date: Return date:

Please list all travel event expenses below. Please write the line number of the expense on the corresponding receipt, invoice, or other paperwork which documents the expense. Such support documentation should indicate the date, amount, and recipient, and should contain a detailed listing of all expenses paid.

**NOTE #1:** Restaurant receipts must be the actual receipt which details the expenses, not the customer's copy of the credit card receipt, which does not contain these details.

**NOTE #2:** It is against County policy for a traveler to use their County purchasing card while traveling out-of-County.

#### ACTUAL EXPENSES: Indicate method of payment in the applicable column below:

	Description of Payment (DO NOT INCLUDE MEALS)	Employee's Personal			Other payment & method:		Amount
		Employee's Cash/Check	Credit /Debit Card	County Credit Card	County Check	Explanation	
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14	<b>TOTAL:</b>						\$

If more space is needed to list additional expenses, please list and attach them on a separate sheet and enter the total here: \$ -

**TRAVEL SUMMARY:**

16	Amounts paid (lines 5-15, above):	-
17	ADDITIONAL PAYMENTS (from line 16, above):	-
18	Mileage reimbursement due to traveler:	-
19	Per diem due to traveler:	-
20	<b>TOTAL COST OF TRIP:</b>	-

**TRAVELER RECONCILIATION:**

21	Total out-of-pocket expenses paid by traveler (cash/check/credit card, from above table):	-
22	Per Diem due to traveler:	-
23	Mileage reimbursement due to traveler:	-
24	Other adjustment (attach explanation):	
25	<b>AMOUNT DUE FROM TRAVELER TO COUNTY:</b>	<b>\$0.00</b>

I certify that the information in this travel claim has been accurately presented in conformance with County ordinances and established County policy:

Traveler's signature


Department head signature


Respectfully submitted,

**OPERATIONS & ADMINISTRATIVE  
COMMITTEE**

**AGREE**

  
\_\_\_\_\_  
Gary Jury, Chairman

  
\_\_\_\_\_  
Jean Crosby

  
\_\_\_\_\_  
Angie Goral

  
\_\_\_\_\_  
Joe Hoffman

\_\_\_\_\_  
Keith McDonald

\_\_\_\_\_  
Eli Nicolosi

  
\_\_\_\_\_  
Dorothy Redd

**DISAGREE**

\_\_\_\_\_  
Gary Jury, Chairman

\_\_\_\_\_  
Jean Crosby

\_\_\_\_\_  
Angie Goral


\_\_\_\_\_  
Joe Hoffman

\_\_\_\_\_  
Keith McDonald


\_\_\_\_\_  
Eli Nicolosi

\_\_\_\_\_  
Dorothy Redd

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois, this 22nd day of June, 2017.

  
\_\_\_\_\_  
Frank Haney  
Chairman of the County Board  
of the County of Winnebago, Illinois

Attested by:

  
\_\_\_\_\_  
Margie M. Mullins  
Clerk of the County Board  
of the County of Winnebago, Illinois