# Village of Downers Grove
## Official Village Policy Approved by Village Council

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| Description: | **Travel & Training Reimbursement Policy** |
| Res. or Ord. #: | **Res. 2012-82** Effective Date: **11/06/12** |
| Category: | **Legislative and General Management** |
| | **X** New Council Policy |
| | ____ Amends Previous Policy Dated: _____ |
| | Description of Previous Policy (if different from above): |

**RESOLUTION NO.** 2012-82

**A RESOLUTION ADOPTING**
**A TRAVEL & TRAINING REIMBURSEMENT POLICY**

**Purpose**

It is the intent of the Village Council of the Village of Downers Grove to permit Village officials, including the Mayor and Village Commissioners, to participate in civic, local government, intergovernmental and other appropriate outside organizations and to attend seminars, conferences, and other professional meetings that relate to municipal government. It is the policy of the Village Council to exercise good judgment and proper regard for public funds when incurring expenses and when representing the Village.

**Annual Budget for Village Council Travel and Training**

On an annual basis, as part of the budget review process, the Village Council will approve a budget amount for participation in outside organizations and attendance at seminars, conferences and professional meetings.

**Attendance at Out-of-State Conference**

Generally, no more than two Council Members shall attend the same out-of-state conference. If more than two Council Members are interested in attending the same out-of-state conference preference shall be given to those Council Members that did not attend an out-of-state conference the previous year(s) and all things being equal then attendance shall be based on a seniority basis.

**Expenses**

Reasonable authorized expenditures may occur in the pursuit of professional development which shall be paid for by the Village, or reimbursed subject to the amount budgeted in the annual budget. Generally, the following guidelines shall apply:

1. Direct and reimbursable costs associated with attendance at meetings and events should specifically be limited to charges for attendance, enrollment, participation, travel, meals and lodging (if applicable) as part of an overall function. Costs for alcoholic beverages, raffles, auctions, donations and other like ancillary costs are not eligible for reimbursement from the Village. Any expense associated with

family/other members accompanying the Council Member while on Village business is not eligible for reimbursement.

2. Expenses for meals and incidentals shall be paid by the Village on either an actual reimbursement or a per diem basis. Per diem rates to be used are the CONUS or OCONUS rates, as applicable, using the Federal, sometimes referred to as the standard per diem (not the high-low per diems). These rates are published annually effective October 1 and can be found at www.gsa.gov. The rate to be used is the one in effect when the cost is incurred. A Council member may elect to use either the per diem method and receive the funds up front or be reimbursed on an actual basis after the costs are incurred. Actual reimbursements are subject to the parameters established by the Village Council during the annual budget review process, as well as the constraints of the Village's budget.

3. Mileage reimbursements are not included in the per diem amounts and will be reimbursed at the current IRS standard rates. Council Members are eligible for mileage reimbursement for travel to destinations in excess of one hundred (100) miles from Village Hall. Mileage reimbursements are calculated from Village Hall to the destination.

4. Lodging expenses will be reimbursed on an actual cost basis.

5. Any deposits, pre-registration fees or other pre-trip costs that are lost or forfeited due to an alteration in the Council Member's plans, other than those caused by emergencies of work or family, shall be reimbursed to the Village.

6. Receipts are necessary for all reimbursable items and must show method of payment. For non-cash payments the receipts must show the name of the payee.

Any Council Members requesting expense reimbursement in excess of $100 shall complete the Conference and Training Request Form attached to this policy as Exhibit A. The Conference and Training Request Form shall be submitted to the Village Manager for review at least thirty (30) days prior to the event. The Village Manager shall review the form and determine if there is sufficient funding in the budget for the request. The Village Manager shall inform the entire Village Council of the request and shall provide a recommendation for the request. Reimbursement to any individual Council Member shall not exceed seventy-five percent (75%) of the total amount budgeted for any given year.

BE IT RESOLVED that this Resolution shall be in full force and effect from and after its passage in the manner provided by law.

Martin T. Tully, Mayor

Passed: November 6, 2012

Published: November 7, 2012

Attest: April Holden, Village Clerk

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# APPENDIX A
# VILLAGE OF DOWNERS GROVE
# CONFERENCE AND TRAINING REQUEST FORM

This form must be filled out and approved for attendance at all overnight conferences/seminars and training. This form replaces all current conference request forms used by Village Departments. Please submit this form 14-21 days in advance Travel Approval to Village Manager.

EMPLOYEES ATTENDING: _____ DATE: _____

_____ DEPARTMENT: _____

CONFERENCE INFORMATION: TITLE: _____ DATES OF TRAINING: _____
(Registration Form)

SPONSORS: _____

ANTICIPATED EXPENSES:

Registration Fee: $_____ Please List Meal Provided _____ _____ _____
(At Conference) Breakfast Lunch Dinner

Transportation: _____ (Estimate)

Lodging: _____ Budget Account _____-_____-_____-_____

Meals: Per Diem _____ Advance Yes or No (Please Circle)_

Incidentials: _____

Total: _____

Summary of anticipated training benefits to the individual and organization:

_____

_____

_____

*Please attach circular and registration form regarding training, if available.

Approved: _____ Date: _____
Director

Approved: _____ Date: _____
Director Finance & Administrative Services

Approved: _____ Date: _____
Village Manager

Approval Email Notification Ready For Input_____

3Part NCR - White & Yellow to Village Manager & Senior Dir./Finance & Admin. Services. Pink copy for file.

c:wpwin61/conreq.frm/ff

Rev. 7/96

2012-82