

VILLAGE OF OBLONG

ORDINANCE NO. 2019-O-603

AN ORDINANCE ADOPTING AN EXPENSE REIMBURSEMENT POLICY
FOR THE VILLAGE OF OBLONG

ADOPTED BY THE
BOARD OF TRUSTEES
OF THE
VILLAGE OF OBLONG

Published in pamphlet form by authority of the Village of Oblong, Crawford
County, Illinois, this 3RD day of April,, 2019.

ORDINANCE NUMBER: 2019-O-603

**AN ORDINANCE ADOPTING AN EXPENSE REIMBURSEMENT POLICY
FOR THE VILLAGE OF OBLONG**

WHEREAS, the Illinois General Assembly enacted Public Act 100-1094, adding a new section titled Reimbursement of Employee Expenses to the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), which became effective on January 1, 2019;

WHEREAS, pursuant to the Act, all employers are required to reimburse employees for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer;

WHEREAS, all prior existing expense reimbursement policies of the **VILLAGE OF OBLONG** shall be superseded by the Expense Reimbursement Policy adopted by this Ordinance;

WHEREAS, the Ordinance Regarding Travel, Meal and Lodging Expenses **ORDINANCE NO. 2017-O-580**, titled **AN ORDINANCE AMENDING CHAPTER 11 (Employee Provisions) OF THE REVISED CODE OF THE VILLAGE OF OBLONG, CRAWFORD COUNTY, ILLINOIS, TO ADOPT TRAVEL, MEAL AND LODGING EXPENSES POLICY** shall guide the reimbursement for travel, meals and lodging expenses by any municipal official or employee; and

WHEREAS, should any section or provision of this Ordinance or the adopted Expense Reimbursement Policy be declared to be invalid, that decision shall not affect the validity of this Ordinance or adopted Expense Reimbursement Policy as a whole or any part thereof, other than the part so declared to be invalid.

NOW, THEREFORE, be it ordained by the corporate authorities of the **VILLAGE OF OBLONG** the following:

Section 1. The Expense Reimbursement Policy, included as Exhibit A to this Ordinance, is hereby adopted.

Section 2. This Ordinance shall be in full force and effect on **3RD** day of **April, 2019**.

PASSED THIS 3rd day of April, 2019.

Roll call vote as follows:

	AYES	NAYS	ABSTAIN	ABSENT
Debi Wilson				
Angie Fear				
Jay Haines				
Dave Hasty				
Bill Burke				
Jeron Harris				

APPROVED THIS 3rd day of April, 2019.

ATTEST:

Teresa Fielder, Village President (Mayor)

Ladora Boyd, Village Clerk

EXHIBIT “A”
VILLAGE OF OBLONG
EXPENSE REIMBURSEMENT POLICY*

It is a policy of the **VILLAGE OF OBLONG** to reimburse employees for all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the **VILLAGE OF OBLONG**. **VILLAGE OF OBLONG** is not responsible for losses due to an employee’s own negligence, losses due to normal wear or losses due to theft unless the theft was a result of the **VILLAGE OF OBLONG**’s negligence.

This policy was drafted using the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), effective January 1, 2019.

I. DEFINITIONS

“Employee” means an employee, officer or official of the **VILLAGE OF OBLONG**.

Municipal officers and officials may be subject to additional conditions or restrictions for reimbursement of expenses related to their specific offices and other state statutes or local ordinances.

“Necessary expenditures” means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of **VILLAGE OF OBLONG**, subject to the provisions of this Policy.

II. GUIDELINES FOR NECESSARY EXPENDITURES

Authorized expenditures include: mileage, tools, equipment, clothing for work and training expenses.

Any expenditure that is not requested and approved prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.

Reimbursement of travel, meal or lodging expenses incurred by an employee is guided by Ordinance Number **ORDINANCE NO. 2017-O-580**, titled **AN ORDINANCE AMENDING CHAPTER 11 (Employee Provisions) OF THE REVISED CODE OF THE VILLAGE OF**

OBLONG, CRAWFORD COUNTY, ILLINOIS, TO ADOPT TRAVEL, MEAL AND LODGING EXPENSES POLICY, pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/).

III. PRE-APPROVAL FOR AUTHORIZED EXPENDITURES

An employee shall submit a written request to purchase any of the above authorized expenditures at least three business days in advance of incurring the expense on the “Expense Reimbursement Form” (attached). Following approval of the expense, the employee will be reimbursed as provided in the following section. If the expense is not approved following a written request, the employee will not be entitled to reimbursement.

In the event that an expense is not pre-approved, reimbursement will be subject to the discretion of the **VILLAGE OF OBLONG MAYOR**.

IV. REIMBURSEMENT PROCEDURE FOR AUTHORIZED EXPENDITURES

An employee shall submit an “Expense Reimbursement Form” (attached) along with appropriate supporting documentation not later than 30 calendar days after incurring the expense. Where supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding any such receipts.

An employee may not be entitled to reimbursement if the employee has failed to comply with this Expense Reimbursement Policy.

- The provisions of this policy will apply only insofar as they do not conflict with any state or federal law.