**Sauk Valley Community College**

**February 27, 2017**

**Action Item 4.3**

**Topic: Board Policy 510.01 Travel of College Personnel – Second Reading**

**Strategic Direction: Goal 3, Objective 3 – Improve the efficiency of College Operations**

**Presented by: Dr. David Hellmich and Melissa Dye**

**Presentation:**

The State of Illinois passed the “Local Government Travel Expense Account Act,” which requires the College to update Board Policy 510.01 Travel of College Personnel so it is in compliance with the types of travel allowed, the maximum allowable travel reimbursements, and the exclusion of entertainment as an allowable expense; it also requires the Board of Trustees to approve all travel reimbursements separately. The policy and related resolution need to be approved by the Board of Trustees by 3/1/2017 or all travel reimbursements will require prior approval by the Board of Trustees.

**Recommendation:**

The administration recommends the Board of Trustees approve the revised Board Policy 510.01 Travel of College Personnel as presented for second reading**.**

510.01 Travel of College Personnel

1. Approvals: Travel shall be regulated subject to the limitation to the budget provided. Reimbursement of in-district and out-of-district travel expenses must be approved by the appropriate supervisor. Out-of-District travel must receive prior approval from the appropriate supervisor, approval from appropriate President’s Cabinet member if out-of state (excluding Iowa, Indiana and Wisconsin which only need supervisor approval) and the President if out of the country, unless performed under emergency conditions.
2. Mileage: The rate of reimbursement when using personal automobiles for college travel will be equal to the current IRS tax deduction rate. No reimbursement will be paid for travel between home and the regular place of work or duty.
3. Meals: Reasonable meal expenses will be reimbursed in accordance to IRS regulations. Meal expenses may be reimbursed up to the per diem amounts set in administrative guidelines and approved by the Board. Reimbursement above the per diem amounts, if reasonable, may be reimbursed if documented with detailed receipts. No reimbursement will be provided for the purchase of alcoholic beverages.
4. Lodging: Approved reasonable lodging expense will be reimbursed if documented with receipts.
5. Public Transportation: Approved reasonable public transportation expenses will be reimbursed. Request for such reimbursement should be accompanied by receipts if possible and will be required if up to the maximum amount per IRS regulations.
6. Others: Miscellaneous travel expenses, such as parking fees, tips and train and taxi fares, may be reimbursed at the discretion of the approving authorities. Requests for such reimbursements should be accompanied by receipts if possible. Receipts are not required for items less than $25.

10/22/80 6/26/2000 7/25/2016

04/01/81 11/28/2005

03/27/89 10/24/2011

02/26/90 11/23/2015

510.01 Travel of College Personnel

1. Approvals: Travel, which is directly incidental to official College business by Board members, administrators, officers and employees of the College, shall be regulated subject to the limitation to the budget providedand allowable under Public Act 99-0604 known as the “Local Government Travel Expense Control Act.” Reimbursement of in-district and out-of-district travel expenses must be approved by the appropriate supervisor and submitted on a Travel Expense Report. Out-of-District travel must receive prior approval from the appropriate supervisor, approval from appropriate President’s Cabinet memberif out-of state(excluding Iowa, Indiana and Wisconsin which only need supervisor approval)and the President if out of the country, unless performed under emergency conditions.
2. Transportation
   1. Mileage: The rate of reimbursement when using personal automobiles for college travel will be equal to the current IRS tax deduction rate. No reimbursement will be paid for travel between home and the regular place of work or duty.
   2. Air Travel: Lowest reasonable rate (coach), receipt required.
   3. Rental Car: Lowest reasonable rate (midsize) or van depending on number of travelers, receipt required.
   4. Rail or Bus: Lowest reasonable rate and cost shall not exceed air travel, receipt required.
   5. Public Transportation: Actual reasonable rate, receipt required.
3. Meals: ~~Reasonable meal expenses will be reimbursed in accordance to IRS regulations. Meal expenses may be reimbursed up to the per diem amounts set in administrative guidelines and approved by the Board. Reimbursement above the per diem amounts, if reasonable~~*~~,~~* ~~may be reimbursed if documented with detailed~~~~receipts~~. All reimbursement must be accompanied by detailed receipts. Maximum amount of reimbursement as followed (which includes tip): Breakfast, $17; Lunch, $18; Dinner, $34.

* No reimbursement will be provided for the purchase of alcoholic beverages.

1. Lodging: Approved reasonable lodging expense will be reimbursed if documented with receipts. Maximum amounts of reimbursement as followed: Chicago & suburban Cook County and outside Illinois, $222/night; all other Illinois counties, $112.
2. ~~Public Transportation: Approved reasonable public transportation expenses will be reimbursed. Request for such reimbursement should be accompanied by receipts if possible and will be required if up to the maximum amount per IRS regulations.~~ Exceptions: Any expenses that exceed maximum reimbursement will have to be approved separately by the Board of Trustees with a roll call vote.
3. ~~Others: Miscellaneous travel expenses, such as tolls, parking fees, tips and train and taxi fares, may be reimbursed at the discretion of the approving authorities. Requests for such reimbursements should be accompanied by receipts if possible. Receipts are not required for items less than $25.~~ Entertainment: The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is required for the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

10/22/80 6/26/2000 7/25/2016

04/01/81 11/28/2005

03/27/89 10/24/2011

02/26/90 11/23/2015

**BOARD OF TRUSTEES OF SAUK VALLEY COMMUNITY COLLEGE**

**DISTRICT NO. 506**

**RESOLUTION APPROVING BOARD POLICY FOR REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSE**

**WHEREAS,** the Illinois General Assembly has recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”; and

**WHEREAS,** pursuant to the Act, non-home rule units of local government, including community college districts, are required to establish regulations with respect to allowable travel expenses.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE DISTRICT,** as follows:

**SECTION 1.** The recitals of this Resolution are incorporated herein by this reference to the same extent as if set forth herein verbatim.

**SECTION 2.** The Board of Trustees has prepared Board PolicyNo. 510.01 which regulates the reimbursement of all travel, meal and lodging expenses of Board members, administrators and employees. A Copy of Board Policy No. 510.01, and its applicable exhibits, is attached hereto as Exhibit 1 to this Resolution.

**SECTION 3.** The Board of Trustees hereby resolves to adopt Board Policy No. 510.01.

**SECTION 4.** Any Board policy or prior resolution that conflicts with the provisions of this Resolution shall be and is hereby repealed or superseded to the extent of such conflict.

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

**ADOPTION:** This 27th day of February, 2016

BOARD OF TRUSTEES OF SAUK VALLEY COMMUNITY COLLEGE DISTRICT NO. 506, COUNTIES OF WHITESIDE, LEE, OGLE, HENRY, BUREAU, AND CARROLL, AND THE STATE OF ILLINOIS (THE “DISTRICT”).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Board of Trustees, Sauk Valley Secretary, Board of Trustees, Sauk Valley

Community College District No. 506, Community College District No. 506,

Counties of Whiteside, Lee, Ogle, Henry Counties of Whiteside, Lee, Ogle, Henry

Bureau, and Carroll, and State of Illinois Bureau, and Carroll, and State of Illinois