

**DEKALB COUNTY GOVERNMENT
TRAVEL REGULATIONS**

CURRENT DATE OF CONTENTS OF TRAVEL REGULATIONS

<u>Pg.</u>	<u>Section</u>	<u>Date</u>
1	1.1.0.	01/16/1985
2	1.2.0.	01/16/1985
2	1.2.1.	01/16/1985
2	1.2.1.a.	01/16/1985
2	1.2.1.b.	01/16/1985
2	1.2.1.c.	01/16/1985
2	1.2.2.	01/16/1985
3	1.3.0.	01/16/1985
3	1.3.1.	01/16/1985
3	1.3.2.	01/16/1985
4	1.4.0.	01/16/1985
4	1.4.1.	01/16/1985
5	1.5.0.	01/16/1985
5	1.5.1.	01/16/1985
6	1.6.0.	01/16/1985
6	1.6.1.	01/16/1985
6	1.6.2.	01/16/1985
7	1.7.0.	01/16/1985
7	1.7.1.	01/16/1985
8	1.8.0.	01/16/1985
8	1.8.1.	01/16/1985
8	1.8.1.a	01/16/1985
8	1.8.1.b.1.	01/16/1985
8	1.8.1.b.2.	01/16/1985
8	1.8.1.c.	01/16/1985
8	1.8.1.d.1	01/16/1985
8	1.8.1.d.2.	01/16/1985
8	1.8.1.e.	01/16/1985
9	1.9.0.	01/16/1985
9	1.9.1.	01/16/1985
10	2.1.0.	01/16/1985
10	2.1.0.a.	01/16/1985
10	2.1.0.a.1.	01/16/1985
10	2.1.0.a.2.	01/16/1985
10	2.1.0.b.	01/16/1985
10	2.1.0.b.1.	01/16/1985
10	2.1.0.b.2.	01/16/1985
10	2.1.0.b.3.	01/16/1985
10	2.1.0.c.	01/16/1985
11	2.1.0.c.1.	01/16/1985
11	2.1.0.c.2.	01/16/1985
11	2.1.0.c.3.	01/16/1985
11	2.1.0.c.4.	01/16/1985

CURRENT DATE OF CONTENTS OF TRAVEL REGULATIONS

<u>Pg.</u>	<u>Section</u>	<u>Date</u>
11	2.1.0.c.5.	01/16/1985
11	2.1.0.c.6.	01/16/1985
11	2.1.0.c.7.	01/16/1985
11	2.1.0.c.7.a.	01/16/1985
11	2.1.0.c.7.b.	01/16/1985
12	2.1.0.c.8	01/16/1985
12	2.1.0.d.	01/16/1985
12	2.1.0.d.1.	01/16/1985
12	2.1.0.d.2.	01/16/1985
12	2.1.0.d.3.	01/16/1985
12	2.1.0.e.	01/16/1985
12	2.1.0.e.1.	01/16/1985
12	2.1.0.f.	01/16/1985
12	2.1.0.f.1.	01/16/1985
13	2.1.0.f.2.	01/16/1985
13	2.1.0.f.3.	01/16/1985
13	2.1.0.g.	01/16/1985
13	2.1.0.g.1.	01/16/1985
13	2.1.0.g.2.	01/16/1985
13	2.1.0.g.3.	01/16/1985
14	2.1.0.h.	01/16/1985
14	2.1.0.h.1.	01/16/1985
14	2.1.0.h.2.	01/16/1985
14	2.1.0.h.3.	01/16/1985
14	2.1.0.h.4.	01/16/1985
14	2.1.0.h.5.	01/16/1985

This page showing current page dates of the Travel Regulations will be updated on the County’s web page each March at www.dekalbcounty.org. This page was last reviewed for updates as of March 1, 2009

TRAVEL REGULATIONS

1.1.0. General

It is the policy of DeKalb County to pay on behalf of or to reimburse its employees within established budget restraints, for all reasonable expenses included for travel or meetings which are deemed to be necessary and beneficial to DeKalb County.

- *(Revised 1/16/1985)*

1.2.0. Scope

1.2.1. This policy is applicable to the following:

- *(Revised 1/16/1985)*

1.2.1.a. All members of the county board

- *(Revised 1/16/1985)*

1.2.1.b. All employees responsible to the DeKalb County Board

- *(Revised 1/16/1985)*

1.2.1.c. All employees not directly responsible to either the County Board or an elected office holder and whose governing body and the County Board have certified their applicability.

- *(Revised 1/16/1985)*

1.2.2. Whenever the provisions of this policy are in conflict with the Illinois Revised Statutes or with a collectively bargained agreement between the County and a certified bargaining unit, the provisions of the collectively bargained agreement and/or the Illinois Revised Statutes will prevail

- *(Revised 1/16/1985)*

1.3.0. Authority to Travel

1.3.1. All travel (other than routine, DeKalb County mileage) of County employees and incurrence of expense shall be approved in advance of departure by the responsible department head.

■ *(Revised 1/16/1985)*

1.3.2. Each department head is fully responsible for expenditures from his/her travel and school of instruction line items and will certify that funds are available. All travel and mileage reimbursements from authorized travel shall be reviewed and approved by the Finance Director in accordance with regulations herein described. NOTE: Department head, as used in these travel regulations, includes elected office holders.

■ *(Revised 1/16/1985)*

1.4.0. Travel Advance

1.4.1. DeKalb County will allow travel advances to county employees. After receiving appropriate travel approval, county employees may receive a travel advance from the Treasurer's office in an amount not to exceed \$500.00. Employees of the Sheriff's Department, upon receiving appropriate travel approval specifically for the transportation of prisoners, may receive a travel advance from the Treasurer's office in an amount not to exceed \$1,000.

- *(Revised 1/16/1985)*

1.5.0. Employee Responsibilities

- 1.5.1. County employees are expected to exercise the same care in incurring expenses that they would if traveling on personal business. Travel expenses that will be reimbursed are confined to those necessary to the approved travel.
- *(Revised 1/16/1985)*

1.6.0. Mode of Travel

1.6.1. The mode of travel shall be identified when making a request to travel. The factors of distance, expense, convenience, and travel time shall be taken into account when selecting the mode of travel.

■ *(Revised 1/16/1985)*

1.6.2. Transportation should be arranged in the most reasonable and economical manner. For example, if air travel is more economical than driving (mileage, meals, lodging, etc), the County will reimburse only for the cost of the air fare.

■ *(Revised 1/16/1985)*

1.7.0. Unauthorized Expenses

1.7.1. There will be no reimbursement for: Alcoholic beverages, valet, laundry services, and entertainment.

- *(Revised 1/16/1985)*

1.8.0. Meeting Expenses

- 1.8.1. Meeting expenses not requiring employee travel outside the DeKalb County area will be allowed for reimbursement only as follows:
- *(Revised 1/16/1985)*
- 1.8.1.a. As a general rule, basic, non-alcoholic beverages may be provided at County Board Committee Sessions and regular Board meetings.
- *(Revised 1/16/1985)*
- 1.8.1.b.1. Basic, non-alcoholic beverages and refreshments may be provided at special meetings when three or more outside invited guests are in attendance.
- *(Revised 1/16/1985)*
- 1.8.1.b.2. The name of the group and number of people in attendance, along with the purpose of the meeting, shall be documented on the claim form submitted to the Finance Office for processing.
- *(Revised 1/16/1985)*
- 1.8.1.c. A petty cash fund may be established to service all qualifying meetings.
- *(Revised 1/16/1985)*
- 1.8.1.d.1. In the event the County Board or its designee invites a guest or candidate for employment to meet with it on a matter pertaining to County business, ordinary out-of-pocket expenses, including, but not limited to such items as travel, lodging and meals, may be reimbursed in amounts as deemed appropriate, and as ordered by the County Board. If the invited guest is an employee of another municipality or state government, such costs may be shared as deemed appropriate by the County Board.
- *(Revised 1/16/1985)*
- 1.8.1.d.2. Official claims for reimbursement under this paragraph shall be reviewed and approved by the Administrative Aide prior to the submission of said claim to the Finance Office for preparation of payment.
- *(Revised 1/16/1985)*
- 1.8.1.e. If authorized by the appropriate department head, county employees will be reimbursed for meal costs related to meetings with outside individuals or groups which involve county business or concerns. Such reimbursement shall be for the actual cost of the meals. The name of the group and number in attendance along with the purpose of the meeting, should be documented in the claim form submitted to the Finance Office for processing. Attach receipts when possible or a signed, written explanation of the expense.
- *(Revised 1/16/1985)*
-

1.9.0. Questions

1.9.1. Questions regarding travel and/or reimbursement requests should be directed to the Finance Office.

- *(Revised 1/16/1985)*

2.1.0. Administrative Procedures

2.1.0.a. Request for Travel Approval

- *(Revised 1/16/1985)*

2.1.0.a.1.

Travel approval shall be requested on a Travel Request and Advance Form (available through Central Services.) The expense estimate portion should include all costs to be incurred directly by the employee and those costs which will be billed directly to the County. The request shall be submitted to the responsible department head for his/her approval. The original copy is to be returned to the requesting employee, representing the authority to travel, and will be used for reimbursement of appropriate expenses. In addition, the department head may wish to retain a copy for his/her records.

- *(Revised 1/16/1985)*

2.1.0.a.2.

Separate travel requests are required for each person traveling. Reimbursement anticipated or received from state or federal governments or from any other entity must be indicated on the Travel Request and Advance form. Any person who receives such reimbursement for expenses for which the County has paid on advance or for which the County has received an approval travel form is required to submit said reimbursement to the Treasurer's Office within five working days of receipt of the reimbursement. It is the department's responsibility to apply for reimbursements and to submit these reimbursements to the Treasurer's Office on a timely basis.

- *(Revised 1/16/1985)*

2.1.0.b. Request for Travel Advance

2.1.0.b.1.

Employees requesting a travel advance should indicate the amount requested on the Travel Request and Advance Form prior to submitting this form to his/her department head for approval.

- *(Revised 1/16/1985)*

2.1.0.b.2.

After receiving appropriate approval, County employees may receive a travel advance from the Treasurer's office by providing the Treasurer with a copy of the department head approved Travel Request and Advance Form no earlier than three (3) working days prior to departure. Travel advance amounts should be kept to a minimum whenever possible. Prepayment of registration fees, use of travel agencies and billing of county for lodging expenses are authorized and encouraged to keep travel advances to a minimum.

- *(Revised 1/16/1985)*

2.1.0.b.3.

All travel advances shall be issued in the form of Traveler's Checks in fifty dollar (\$50.00) increments.

- *(Revised 1/16/1985)*

2.1.0.c.

Documentation of Expenses

- *(Revised 1/16/1985)*

2.1.0.c.1.

Upon return from travel, the employee must complete the reverse side of the Travel Request and Advance Form within five (5) working days and submit it, with receipts, to

his/her department head. The department head determines whether monies are due to the County or due to the employee.

- *(Revised 1/16/1985)*

2.1.0.c.2. If an amount is due to the County, then the employee should attach cash or a check to the request form in payment of unused travel advance; if money is due to the employee, it will be paid to the employee through the Finance Office payable system. Failure by an employee to adhere to the requirements for prompt return of unused travel advances and prompt submission of request for reimbursement can result in the loss of travel advance privileges and possible check garnishment. Travel expenses should be itemized on the reverse side of the request form as follows:

- *(Revised 1/16/1985)*

2.1.0.c.3. Transportation - Travel arrangements made through travel agencies will be billed directly to the County department making such request. If the employee personally makes transportation arrangements, the transportation coupon must be attached to the request form and entered in the "Travel" column.

- *(Revised 1/16/1985)*

2.1.0.c.4. Air Travel - Will be reimbursed at "coach" or "economy" rates. Receipts are required.

- *(Revised 1/16/1985)*

2.1.0.c.5. Rail, Bus, Subway, and Taxi Travel - Will be reimbursed at their respective rates when used for County related travel. Receipts are required for rail and intercity bus fees. (e.g., Greyhound Bus Lines).

- *(Revised 1/16/1985)*

2.1.0.c.6. Car Rental - May be reimbursed for when it is reasonable and economical. Receipts are required.

- *(Revised 1/16/1985)*

2.1.0.c.7. Automobiles -

2.1.0.c.7.a. Employees shall use a County vehicle if available, when traveling on County business. The use of an employee's personal vehicle for approved travel should only occur when a county vehicle is not available. The allowance for such use of personal vehicles shall be the amount allowed by the Internal Revenue Service for income tax purposes. Parking and toll cost will be reimbursed in addition to the mileage reimbursement.

- *(Revised 1/16/1985)*

2.1.0.c.7.b. When you use a County car, you will be reimbursed for the actual expenses for fuel and oil, repairs, parking and tolls, as supported by receipts.

- *(Revised 1/16/1985)*
-

- 2.1.0.c.8. Other - Upon Board approval, employees may be reimbursed for other expenses incurred in County travel if receipts are obtained. The claim must detail these expenses. In no cases will there be reimbursement for more than the actual expenses.
■ *(Revised 1/16/1985)*
- 2.1.0.d. Lodging
- 2.1.0.d.1. Receipts are required for all lodging for which reimbursement is being requested. Employees are encouraged to seek the most reasonable rate available. If a reasonable rate is not available, please attach sufficient written justification as to the rate charged. Lodging expense plus tax should be entered in the "Lodging" column
■ *(Revised 1/16/1985)*
- 2.1.0.d.2. Employees may opt to stay in the private residence of friends or relatives if they so desire. In such incidences, the County will not pay a lodging fee; however, the employee can be reimbursed for a small gift given in appreciation for the hospitality provided the value of the gift does not exceed seven dollars (\$7) per night stayed. Receipts for the cost of the gift are required. All overnight stays must be necessary for the business trip and not done for the convenience of the employee.
■ *(Revised 1/16/1985)*
- 2.1.0.d.3. NOTE: All restaurant charges to the room shall be entered in "Meals" column. If the employee's spouse accompanies the employee on the approved travel, the employee must bear all additional costs of transportation, meals, and registration. In case of lodging, the County will pay for only the single room rate. Such single rate must be entered on the lodging receipt.
■ *(Revised 1/16/1985)*
- 2.1.0.e. Registration
- 2.1.0.e.1. Registration expense not previously paid by the County must be reported in the "Miscellaneous" column. Receipt for registration must be attached.
■ *(Revised 1/16/1985)*
- 2.1.0.f. Meals
- 2.1.0.f.1. A maximum of twenty (\$20.00) per day will be allowed for meals. In addition, reasonable gratuities (not to exceed 15%) will be reimbursed.
■ *(Revised 1/16/1985)*
- 2.1.0.f.2. Receipts are not required for meals when the maximum allowance is not exceeded. However, if the maximum allowance, due to the geographical location of the stay is exceeded, a written justification must be included with all receipts. In cases where a meal is included in the conference fee, the cost of that meal will be deducted from the daily allowance. Use the following guidelines when determining meal allowances:
-

Breakfast: \$4.00 (leave home before 7:00 a.m.)

Lunch: \$5.00 (away from work place between 11:00 a.m. and 2:00 p.m.)

Dinner: \$11.00 (arrive home after 6:00 p.m.)

- *(Revised 1/16/1985)*

2.1.0.f.3. NOTE: The twenty dollar (\$20.00) maximum allowance should not be construed to mean a per diem amount. Even though receipts are not required, should this amount not be exceeded, actual meal costs should be listed, i.e., not a flat amount of twenty dollars (\$20.00) a day.

- *(Revised 1/16/1985)*

2.1.0.g. Miscellaneous Expenses

2.1.0.g.1. Taxi and/or Car - Taxi expense must be reported in the "Miscellaneous" column. Enter the date amount, and purpose of the taxi trip, e.g., 10/17/79, \$5.75, taxi from airport to hotel. If a car is rented, attach rental agreement and receipt.

- *(Revised 1/16/1985)*

2.1.0.g.2. Parking and Tolls - You will be reimbursed for parking and toll costs. Attach receipts when possible or attach a signed, written explanation of expenses.

- *(Revised 1/16/1985)*

2.1.0.g.3. Telephone, Telegraph, Postage - You will be reimbursed for these and other communication expenses only when made for County business. However, a personal, safe-arrival call may be made upon reaching your destination. In addition, on extended trips of three (3) days or more, you may make additional personal telephone calls, if kept to a reasonable minimum. All calls must be categorized on an attached sheet as either personal or business. You must also enter the number called. A telegram should state the destination. Any other allowable travel expense for which reimbursement is being requested must be identified in the "Miscellaneous" column with receipts attached whenever possible or a signed, written explanation of expense.

- *(Revised 1/16/1985)*

2.1.0.h. Reimbursement

2.1.0.h.1. All employee requests for reimbursement of travel expenses must be reviewed and approved by the appropriate department head. Such approval must be noted on the claim before submitting such claim to the Finance Office for processing.

- *(Revised 1/16/1985)*
-

- 2.1.0.h.2. The department head shall make certain that the request form is filled out properly and all supporting documentation is attached before approving for payment.
- *(Revised 1/16/1985)*
- 2.1.0.h.3. Reimbursement for expense of travel not previously budgeted or approved and expenses of an unusual nature or amount will require Board approval for payment. NOTE: Such approval should be obtained prior to occurrence of expense.
- *(Revised 1/16/1985)*
- 2.1.0.h.4. Employees who sign claims for reimbursement of travel expenses are deemed to guarantee that the County of DeKalb is the only entity which will receive a claim for those particular expenses and that if reimbursement from any other source is received before or after the signing of the claim that such reimbursement will be submitted to the County Treasurer in accordance with Section X.A. Violators of this policy will be subject to the provision of Sections 9.2.1. (d) and (e) of the Personnel Code.
- *(Revised 1/16/1985)*
- 2.1.0.h.5. It is the policy of DeKalb County that those who receive reimbursement for travel from the County shall not receive reimbursement for the same expenses from any other source. If non-county reimbursement is available, it should be sought in lieu of County reimbursement.
- *(Revised 1/16/1985)*