

CHAPTER 15
REIMBURSEMENT OF VILLAGE EMPLOYEES FOR CERTAIN EXPENSES

Section

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§1-15-1: VILLAGE POLICY:

- (A) It is a policy of the Village of Tower Lakes (“Village”) to reimburse employees for certain expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed by such employee for the Village. The Village 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’s negligence.
- (B) Statutory Authority: This Policy is adopted in compliance with Public Act 100-1094, which became effective January 1, 2019, and which amended the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5).
- (C) Municipal officers, officials, and employees may also be subject to additional conditions or restrictions regarding reimbursement of expenses related to their specific offices or positions with the Village based upon Illinois statutes and this Village Code, including but not limited to Chapter 14, “Travel, Meals and Lodging Expense Reimbursement Policy and Regulations” of Title 1 of this Village Code.

§1-15-2: DEFINITIONS:

For purposes of this Chapter, the following words or phrases shall have the following meanings:

“EMPLOYEE” shall mean an employee, officer, or official of the Village of Tower Lakes, Illinois.

“EXPENDITURE(S), AUTHORIZED” shall mean any expenditure(s) or loss(es) that is or are requested by the employer and approved in advance by the employee’s immediate supervisor, which, when approved, may include, but not be limited to: cell phone expenses, lap top, tablet, mileage, tools, equipment, Internet, meals, registration fees, training expenses, tolls and parking fees.

“EXPENDITURE(S), UNAUTHORIZED” shall mean any expenditure(s) or loss(es) that is not or are not requested by the employer and/or not approved in advance by the employee’s immediate supervisor, and may include, but not be limited to: home Internet service, personal cell phone expenses, mileage incurred on personal vehicles, alcoholic beverages and entertainment expenses.

“IMMEDIATE SUPERVISOR”, for all Village employees, shall mean and refer to the Village President.

“NECESSARY EXPENDITURE(S)” shall mean any authorized expenditure(s) by a Village employee incurred for the discharge of his or her employment duties, subject to the other provisions of this Chapter.

“VILLAGE” shall mean the Village of Tower Lakes, Lake County, Illinois, a non-home rule unit of local government.

§1-15-3: REIMBURSEMENT FOR AUTHORIZED EXPENDITURES:

- (A) Prior Approval Required: In order to ensure reimbursement for an authorized expenditure incurred by an employee of the Village for which reimbursement is or will be sought, said employee must receive the prior written approval of the Village President prior to incurring such expense. Any expenditure that is not requested by the Village and approved by an employee’s immediate supervisor prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.
- (B) The Village shall be required to reimburse an employee of the Village for any authorized expenditure(s) as defined herein not later than 30 calendar days after such expense is incurred by such employee upon the Village’s receipt of supporting written documentation for such expenditure(s).
- (C) The Village is not required to reimburse an employee for an expense that is considered an “unauthorized expenditure” which may not be reimbursed, except at the sole discretion of the Board of Trustees of the Village.

§1-15-4: TRAVEL, MEALS, AND/OR LODGING EXPENSES:

Reimbursement of travel, meals, or lodging expenses incurred by a Village officer or employee is governed by Chapter 14, of Title 1 of this Village Code pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/).

§1-14-5: WRITTEN PRE-APPROVAL FOR AUTHORIZED EXPENSES REQUIRED:

- (A) A Village employee shall submit a written request to purchase any of the above authorized expenditures at least three (3) business days in advance of incurring the expense utilizing an “Expense Reimbursement Approval Form” which will be provided by the Village President.
- (B) Following pre-approval of the authorized expense, the Village employee will be reimbursed as provided in the following section. If the authorized expense is not approved following a written request, the Village employee will not be entitled to reimbursement.
- (C) In the event that an authorized expense is not pre-approved, reimbursement will be at the sole discretion of the Village Board of Trustees.

§1-15-6: REIMBURSEMENT PROCEDURE FOR AUTHORIZED EXPENDITURES:

- (A) A Village employee shall submit an “Expense Reimbursement Approval Form” along with appropriate supporting written documentation not later than thirty (30) calendar days after incurring the authorized expense. Where supporting documentation does not exist, is missing or lost, the employee shall submit a signed statement regarding any such receipts.
- (B) A Village employee may not be entitled to reimbursement if the employee has failed to comply with this Chapter.

(Ord. No. 2019-01, passed 04/15/19)