



WILL COUNTY, ILLINOIS

***BUSINESS/TRAVEL
REIMBURSEMENT REGULATIONS***

Amended: October 1, 2018

WILL COUNTY
BUSINESS/TRAVEL REIMBURSEMENT POLICY

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AMENDED OCTOBER 1, 2018

1. INTRODUCTION

1.1 PURPOSE

- a. To provide definitions for travel status, meals and incidentals, and other reimbursements of legitimate and necessary travel/business expenses in general conformance with Internal Revenue Service requirements under appropriate accountable plan.
- b. To provide written guidelines for all Will County officials and employees who incur, authorize, and/or approve travel/ business expenses.
- c. To provide procedures for the equitable and timely processing of travel/business expense reimbursements.
- d. To provide uniform instructions for the reporting and documentation of travel/business expenses.
- e. The primary emphasis of this Policy is on business and travel expense reimbursements because those expense reimbursements are the focus of Internal Revenue Service (IRS) accountable plan rules. Very generally, the following are the IRS requirements for tax-free reimbursements of expenses under an appropriate accountable plan:
 - i. There must be a business connection for the expense and the expense must be reasonable and necessary.
 - ii. There must be a reasonable accounting for the expense.
- f. The IRS has issued a number of regulations which define requirements and this Policy is designed to meet them.

1.2 APPLICABILITY

These rules apply to the expenditure of public funds by County Officials, Will County Board Members and employees for Travel/ Business expenses incurred within or outside the County of WILL.

1.3 AUTHORITY

The Will County BUSINESS/TRAVEL REIMBURSEMENT REGULATIONS and Will County BUSINESS/TRAVEL REIMBURSEMENT SCHEDULE are promulgated in accordance with statutory authority of the Will County Board and Will County Executive.

1.4 REPORTING REQUIREMENTS

IRS accountable plan rules require the county to maintain a policy under which persons defined must account for all business and travel expenses and allowances. The accounting must include:

- a. sufficient information to establish a valid business purpose of the travel, entertainment, or other business expense.
- b. substantiation of the business and/or travel expense with required original receipts and an adequate record of each expense indicating the amount, date and place for all expenses.

1.5 DEFINITIONS

a. Travel Status

i. Traveling Away From Tax Home & Tax Home

An applicable individual as defined who is traveling away from home. You are traveling away from home if (1) Your duties require you to be away from the general area of your tax home substantially longer than an ordinary day's work and (2) You need to sleep or rest to meet the demands of your work while away from your home. The tax home is the general vicinity of his/her principal place of business.

ii. One Day Trip

An applicable individual as defined that travels for a one day trip. The IRS considers breakfast and dinner allowances, figured on the basis of hours worked, to be taxable to the employee. One day trip is defined as when an employee departs and returns the same day.

b. Travel

Business Travel and Professional/Educational Travel are defined herein. Expense reimbursements for authorized travel include, but are not limited to, registration fees, transportation, lodging, and meals and incidentals separated by the travel status definitions.

i. Business Travel

1. Travel to business meetings, case conferences, etc. as a direct assignment or in the direct interest or benefit to WILL County, at which the attendance of a County representative or representatives is considered necessary for the development, execution, or maintenance of a course of action by the County or a County agency.

c. Incidentals

Incidentals are fees and tips given to porters, baggage carriers, hotel staff and staff on ships.

d. Per Diem Reimbursement

A per diem reimbursement is a daily allowance to pay for meals and incidentals while traveling on business. The amount of expenses reimbursed under a per diem allowance method will be deemed substantiated without receipts, provided the requirement of the accountable plan requirements are met. (Reg 1.62-2(h)(2)(i)(B))

1.6 GENERAL

It is the policy to reimburse allowable, authorized expenses incurred in the performance of County duties, within the budgetary constraints established by the County Board.

County officials and employees are expected to exercise good judgment and proper regard for public funds when incurring business and travel expenses. It is the policy of the County to use the least expensive means of travel when travelling on County business. Personal items and other non- business/professional related expenses will not be reimbursable.

Any deposit, pre-registration fees or other pre-trip costs that are lost or forfeited due to an alteration in the official's or employee's plans other than those caused by emergencies of work or family, shall be reimbursed to the County immediately and include receipt issued by Treasurer to the Auditor's office as proof thereof.

Reimbursable expenses that have been incurred in the last quarter of the fiscal year must be submitted for reimbursement by the end of the 90 day "reserve window". Failure to comply with the timing requirement may result in a disallowance of reimbursement.

When a spouse or child (children) accompanies the elected or appointed official or county employee, the spouse's/child's expenses will not be reimbursed by the County. The elected or appointed official or the County employee shall pay the difference between single and double accommodations and all other expenses as stated in 4 of this policy.

a. Guidelines for Documentation and Receipts for Lodging and Transportation

i. In order to receive reimbursement for allowable travel expenses, an appropriate completed Business and Travel Expense Report with appropriate receipt documentation must be submitted within (30) days of the return date of the trip. Specifically, after return, an expenditure report must be completed, and required receipts must be submitted by the

elected or appointed official or by the County Employee within (30) days on a properly completed reimbursement form.

ii. The employee must verify the date, time, place, amount, and business purpose of expenses. This should be substantiated by attaching the meeting/seminar detailed agenda. Unless business purpose is substantiated under the per diem plan, receipts are required for reimbursement.

iii. After return from the trip the elected or appointed official or the County employee who engaged in authorized travel shall submit receipts for all expenditures for which that official or employee is seeking reimbursement as required.

iv. All receipts for lodging, transportation, and registration expenses shall be in the name of the elected or appointed official or the county employee in order for such expenses to be reimbursable.

v. If expenses were incurred for attendance at any seminar or other event for which a registration form was required, a completed copy of same must be submitted with the reimbursement request.

b. Registration fees for professional/educational activities

i. Actual registration fee reimbursement is allowed for authorized attendance or professional/educational activities. Advance registration should be used where the amount of the registration fee increases as the date of the event approaches.

ii. Prepaid Fees:

If registration fees were prepaid, include indication of the prepayment on the Business and Travel Expense Reimbursement Form.

If a registration fee includes a meal(s), there will be no per diem for meal cost in lieu of those already in the fees.

2. TRANSPORTATION EXPENSES

a. Mode of Transportation

i. Usual local and long distance modes of transportation to destinations authorized for travel in the course of County business include automobiles, airlines, railroads, buses, taxicabs, and limos. Items identified under Policy may affect decisions related to the mode of transportation. In all cases, travel should be by the most economical mode of transportation available.

b. Routing Of Travel

i. Travel shall be by the most direct route. Travel by other routes is allowed when required by the individual's official duties, safety considerations and unusual circumstances. Higher cost travel interruptions for individual convenience are not reimbursable. Explanations of unusual circumstances shall be reflected in an explanation to the Auditor's Office by the appropriate Department Head or Elected Official and attached to the Business and Travel Expense Report.

c. Commercial Transportation

i. Individuals will be reimbursed for actual and necessary costs of transportation by airline, railroad, or other common carrier following these guidelines:

ii. Taxicabs, Livery & Ride Services

Taxi, limo and ride service fares are reimbursable. Receipts for fares are required unless splitting of fare with other riders makes it impractical to obtain. If this occurs, the fare information should be included on the Business and Travel Expense Report and an explanation attached. If free van, bus or shuttle service is available and convenient, it is recommended. Use of limousine service is reimbursable when there is an economic cost benefit.

iii. Vehicle Rental

A rental vehicle is not to be used as a personal convenience. Rental vehicle reimbursement is limited to situations whereby it is the most cost efficient means of transportation and there is no other available means of transportation.

d. Personal Vehicles

i. The use of a privately owned means of transportation for County business is permitted when such use is necessary or desirable due to lack of any convenient means of transportation, or is otherwise advantageous to the County.

ii. Use of personal automobile for travel will be reimbursed using the prevailing IRS mileage allowance for the private auto trip.

iii. When two or more employees travel in one vehicle, reimbursement will be made to only one employee. The names of all travelers shall be indicated and attached to the Business and Travel Expense Report.

iv. Reimbursement for long distance trip auto mileage shall be the lower of coach airfare or actual miles times the prevailing IRS rate per mile.

e. Fees and Tolls

i. The cost of automobile parking fees, bridge, road and tunnel tolls shall be allowed. The fee for parking a vehicle at a common carrier terminal, or other parking area, while the traveler is away shall be allowed only to the extent that the fees, plus the allowable mileage reimbursement to and from the terminal area, does not exceed the estimated cost for use of a limousine or taxicab to and from the terminal with appropriate documentation.

3. LODGING ALLOWANCE

a. It is the responsibility of each individual to request the lowest lodging rate available at the time of making the reservation. Special seminar, conference, or government rates shall be sought.

b. Lodging reimbursement shall be at actual costs consistent with facilities available and proximity to the location of a conference, seminar or business meeting. Where multiple occupancy involving a spouse and/or other family members has occurred, the County official or employee may only claim the actual and necessary cost of his or her single occupancy at a single rate. If no single rate exists, the lowest double rate shall be reimbursed.

c. Lodging provided by a friend, relative or non-invoicing lodging organization is not reimbursable.

d. The number of nights for which an employee may obtain reimbursement will be limited to the number necessary to conduct County business. For those conferences or meetings that begin in the morning, arrival the night before the conference is reimbursable. For conferences, which end after 5:00PM, lodging expenses for that night will also be reimbursed. Employees are encouraged to return home on the final day of the conference whenever possible.

e. Personal items such as movie rentals, clothes cleaning, etc., are not reimbursable.

4. PER DIEM FOR MEALS AND INCIDENTALS

a. Meal Allowance

i. An individual who meets the definition for traveling away from tax home will be eligible for per diem allowance as determined by the U.S. General Services Administration CONUS (Continental United States) rate for the location and time the event occurred. In the event the per diem locality is not listed in the CONUS rate listing, the Standard CONUS rate should be used. A list of the CONUS rates can be obtained from the Auditor's Office, by visiting the County Intranet, or the GSA website:

www.gsa.gov/portal/content/104877

ii. An individual on a one day trip as defined above will be reimbursed for meal only in the following cases:

1. When an employee leaves their official station two or more hours before their regular work shift, they are eligible for breakfast per diem.

2. When an employee returns to their official station two or more hours after their regular work shift, they are eligible for dinner per diem. Lunches on one day trips are reimbursed only in the following cases: When traveling as an Outside the US Board Member or unpaid member of an advisory committee, when a meal at a convention, conference or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee. Receipt and documentation required.

3. When directed or required to attend mealtime business meetings, including community or public relations meetings. Receipt and documentation required.

4. These reimbursements are TAXABLE to the individual.

b. Meal(s) Included In Registration Fees

i. When the cost of a meal(s) for an approved professional/educational conference, seminar or business meeting is included as a portion of the Registration Fee, the traveler shall not request a meal reimbursement in lieu of the meal in the registration cost. If the traveler does not partake in the meal, the cost of the replacement meal is not reimbursable, unless prior authorization is obtained from Elected Official or Department Head and only for health, dietary, or religious reasons and included with reimbursement request to the auditor.

ii. When traveling away from tax home and meal(s) are included and paid for as part of registration, the table below represents the per diem allowable reimbursement for meals and incidentals by CONUS rates. **

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

c. First and Last Days of Travel

i. Meals and incidentals are reimbursed on the first and last days of travel at 75% of applicable CONUS per diem rate.

Total	First and Last Day of Travel @75%
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

** - IRS Bulletin 2011-42 , Rev. Proc. 2011-47 Section 6, Limitations and Special Rules subsection .03 states: Meals provided in kind. A payor is not required to reduce the federal per diem rate or the federal IM&E rate for the locality of travel for meals provided in kind, provided the payor has a reasonable belief that the employee incurred or will incur meal and incidental expenses during each day of travel.

**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

Amending the Will County Business/Travel Reimbursement Regulations

WHEREAS, on November 21, 1996, the Will County Board established its Business & Travel Expense Policy for elected and appointed officials and County employees who are required to incur business expenses, travel to receive training, continuing education on government regulations and to exchange ideas or accomplish certain tasks on behalf of the County, and

WHEREAS, the County Board has updated the 1996 Business & Travel Expense Policy from time to time, the last revision being October 1, 2016, and

WHEREAS, the Executive Committee recommends an amendment to the Business/Travel Reimbursement Regulations to set the amount for any tips at 18%, and

WHEREAS, this amendment will become effective on October 1, 2018, and will apply to elected or appointed officials, and employees of Will County.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board hereby amends the current Business/Travel Reimbursement Regulations to include an amount for any tips set at 18% for elected or appointed officials, and employees of Will County, effective on October 1, 2018.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.

Adopted by the Will County Board this 20th day of September, 2018.

Result: Approved - [Unanimous]

Nancy Schultz Voots (SEAL)
Will County Clerk

Approved this _____ day of _____, 2018.

Lawrence M. Walsh
Will County Executive