



99TH GENERAL ASSEMBLY

State of Illinois

2015 and 2016

HB4379

by Rep. David McSweeney

SYNOPSIS AS INTRODUCED:

New Act

Creates the Local Government Travel Expense Control Act. Provides that school districts and non-home rule units of local government shall, by resolution or ordinance, regulate travel, meal, and lodging expenses of officers and employees including: (1) the types of official business for which travel, meal, and lodging expenses are allowable; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses. Provides that all travel, meal, and lodging expenses may only be approved after specified documentation has been submitted and the expenses are approved by a roll call vote. Prohibits reimbursing entertainment expenses.

LRB099 15813 AWJ 40122 b

FISCAL NOTE ACT
MAY APPLY

A BILL FOR

1 AN ACT concerning local government.

2 **Be it enacted by the People of the State of Illinois,**
3 **represented in the General Assembly:**

4 Section 1. Short title. This Act may be cited as the Local
5 Government Travel Expense Control Act.

6 Section 5. Definitions. As used in this Act:

7 "Entertainment" includes, but is not limited to,
8 exhibitions, shows, amusements, theaters, circuses, sporting
9 events, or any other place of public or private entertainment
10 or amusement.

11 "Travel" means any expenditure directly incident to
12 official travel by employees and officers of a school district
13 or unit of local government or by wards or charges of a school
14 district or unit of local government involving reimbursement to
15 travelers or direct payment to private agencies providing
16 transportation or related services.

17 Section 10. Regulation of travel expenses. All school
18 districts and units of local government other than home rule
19 units shall, by resolution or ordinance, regulate the
20 reimbursement of all travel, meal, and lodging expenses of
21 officers and employees, including, but not limited to: (1) the
22 types of official business for which travel, meal, and lodging

1 expenses are allowed; (2) maximum allowable reimbursement for
2 travel, meal, and lodging expenses; and (3) a standardized form
3 for submission of travel, meal, and lodging expenses supported
4 by the minimum documentation required under Section 20 of this
5 Act. The regulations may allow for approval of expenses that
6 exceed the maximum allowable travel, meal, or lodging expenses
7 because of emergency or other extraordinary circumstances. On
8 and after 180 days after the effective date of this Act of the
9 99th General Assembly, no travel, meal, or lodging expense
10 shall be approved or paid by a school district or unit of local
11 government unless regulations have been adopted under this
12 Section.

13 Section 15. Approval of expenses. On or after 60 days after
14 the effective date of this Act of the 99th General Assembly,
15 expenses for travel, meals, and lodging may only be approved by
16 the board of a school district or the corporate authorities of
17 a unit of local government by roll call vote at an open
18 meeting.

19 Section 20. Documentation of expenses. Before an expense
20 for travel, meals, or lodging may be approved under Section 15
21 of this Act, the following minimum documentation must first be
22 submitted, in writing, to the school board or corporate
23 authorities:

24 (1) an estimate of the cost of travel, meals, or

1 lodging if expenses have not been incurred or a receipt of
2 the cost of the travel, meals, or lodging if the expenses
3 have already been incurred;

4 (2) the name of the individual employee or officer who
5 received or is requesting the travel, meal, or lodging
6 expense;

7 (3) the job title or office of the employee or officer
8 who received or is requesting the travel, meal, or lodging
9 expense; and

10 (4) the date or dates and nature of the official
11 business in which the travel, meal, or lodging expense was
12 or will be expended.

13 All documents and information submitted under this Section are
14 public records subject to disclosure under the Freedom of
15 Information Act.

16 Section 25. Entertainment expenses. No school district or
17 unit of local government may reimburse any employee or officer
18 for any entertainment expense.