

The Illinois General Assembly recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017. As required by the Act, it is Southeastern Illinois College’s policy to regulate the reimbursement of all College Board member, administrator, and employee travel expenses as set forth below:

**1. Definitions.**

- a. “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- b. “Travel” means any expenditure directly incident to official College business travel by Board members, administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**2. Reimbursable Rates.** The College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.

**3. Reimbursement Request Form.** The College shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the College’s Reimbursement Request Form, attached as Exhibit B. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

**4. Entertainment Expenses.** The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

**5. Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:

- a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
- b. Any reimbursable expense of a member of the Board Trustees of the College.

c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

**6. Compliance with Act.** The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

**EXHIBIT A – SOUTHEASTERN ILLINOIS COLLEGE**  
**PERMISSIBLE TRAVEL EXPENSES**

**Types of Official Business Applicable to this Policy.** The College shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the College’s mission.

The maximum reimbursable rates for travel are set forth as follows. Receipts must be submitted to the business office with appropriate documentation.

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$18.00
Travel Days	\$38.00
Overnight	\$50.00

<b>Maximum Reimbursable Rates for Lodging</b>	
Metro	\$200.00 *
Suburban/Rural	\$130.00 *

\*Or standard conference rate for convention or required meeting.

The following expenses **shall not** be reimbursable: Alcoholic beverages, personal items, locksmith, luxury vehicles, laundry, and other such extra expenses as deemed reasonable to exclude.

**EXHIBIT B – SOUTHEASTERN ILLINOIS COLLEGE TRAVEL APPROVED AND  
EXPENSE REIMBURSEMENT REQUEST FORM**

Before an expense for travel, meals, or lodging may be approved under College Policy No. 2019, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the College:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual’s job title or office.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official College business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official College business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Trustees in considering your request for reimbursement. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Trustees with respect to the reimbursement request.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Adopted:  
Amended: February 21, 2017  
Legal Ref: