



# VILLAGE OF GLENWOOD

## Travel & Business Related Expenses



Approved  
11/05/13

## **Table of Contents**

Overview	3
Air Travel	4
Land Travel	4
Bus, Rail or Waterway Travel	5
Cash Advances	5
Lodging	6
Meals	6
Non-Reimbursable Travel Related Expenditures	6
Spouse/Partner Travel	7
Employee Expense Reports	7
Per Diem Rates for Glenwood	8
Travel Cash Advance Authorization	9
Claim Reimbursement Form	10

# TRAVEL AND BUSINESS RELATED EXPENSES

## OVERVIEW

The Village President, Board of Trustees, Village Representatives, and Employees who travel on business for the Village of Glenwood must complete a Request and Authorization for Travel Form (Attachment 1) and are entitled to reimbursement for their transportation, lodging, and meal expenses. Each employee is expected to use these funds only to the extent necessary to conduct business on behalf of the Village of Glenwood. Reimbursements for transportation, lodging, and meal expenses may not be used as supplemental income to any Trustee, Village Representatives or Employee.

The Village President, Directors and Staff of the Village of Glenwood are responsible for communicating and enforcing all travel policy guidelines. Any exceptions to these stated policies require the written approval of the Village President or, the Village Administrator or a designee.

All travel expenses must be reconciled no later than the last business day of the month. Staff must use the Village of Glenwood Claim Reimbursement Forms to note all expenses (See Exhibits 2 and 3).

All reports must be received by the Finance Department by the 10<sup>th</sup> of the month for the previous month expense in order to be considered for payment. Expense reports received after the 10<sup>th</sup> will be processed the next month. Any expense reports received 30 days after the close of the fiscal year will not be processed.

No expense greater than \$5 will be paid without a written receipt. This includes multiple units of a similar kind (i.e., tips, tolls, and other miscellaneous). Those that exceed \$3 in total will not be paid without a receipt. Only actual and allowable expenses are reimbursable. Estimated expenses are not paid by the Village of Glenwood. All expenses must be documented with an original written receipt that provides itemized details of the total bill. Charges for hotel/motel room charges and transportation charges, gratuities, etc. must be specified on the receipt. The use of personal credit cards must also include the original customer copy charge slip with their receipts.

When traveling to a conference, seminar, event, etc. all hotel and transportation expenses will be reimbursed for not more than one day prior and one day after the conference, seminar, or event. Any exceptions require prior written approval from the Village President or Village Administrator.

Reimbursed travel expenses are subject to internal and external audits, as well as examination by the Internal Revenue Service (IRS). An IRS examination may require evidence of documentation including, but not limited to:

- Name of Establishment where expenses were incurred
- Total amount of expenses
- Business purpose of trips and/or meetings
- Business relationship

The approval shall be conducted as follows:

- In county, out of county but within state for Employees – Department Director
- Out of state, within country for Employees – Village Administrator
- Out of the country for Employees – Village President

Any travel reimbursement exceeding \$400 must be approved by the Village President or the Village Administrator.

#### **AIR TRAVEL**

First Class or Business Class must be pre-approved by the Village President or the Village Administrator.

#### **LAND TRAVEL**

The Village President, Trustee, Village Representative, or Employee required to use a personal motor vehicle for business may be reimbursed at the current Internal Revenue Service (IRS) reimbursable rate. The Employee is required to provide detailed records of such travel, including dates, miles traveled, tolls paid, and purpose for approved travel.

As a condition of employment, Employees expect to incur commuting expenses between their residence and **headquarters**. These expenses are not reimbursable. Meals, lodging, and per diem are not reimbursable at **headquarters** or at residence. Expenses associated with Village business in excess of commuting expense are reimbursable from **headquarters** shall be reimbursed for all mileage. An Employee whose travel does include travel through **headquarters** shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

“Travel through **headquarters**” is defined as: Any travel to or through the corporate city limits of the Employee’s designated **headquarters** regardless of whether the Employee made a stop at the work site or changes vehicles or modes of transportation.

The Village President, Trustees, Village Representatives, and Employees must have a valid driver’s license and vehicle insurance when using their personal vehicle to conduct business for the Village of Glenwood. The Village President, Trustee, Village Representative, or Employee required to use their personal vehicle for business purposes must submit a copy of a valid driver’s license and proof of vehicle insurance. Vehicle insurance must meet the minimum required coverage mandated by the State of Illinois.

In June of each year, the Village of Glenwood will monitor and request proof of driver’s license and vehicle insurance records to ensure that requirements are met as outlined in this policy.

Employees unable to produce these documents will not be allowed to use their vehicle for business purposes and could be subject to termination if their employment is dependent upon use of personal vehicle. It is the responsibility of the Employee to immediately notify their Department Head and Human Resources of any driving privilege revocation or vehicle insurance cancellation before the annual request for proof of valid driver’s license and proof of vehicle insurance. Failure to notify the Department Head

and Human Resources of a driver's license revocation or vehicle insurance cancellation could result in immediate termination.

Vehicle rentals must have written prior approval of the Village President or the Village Administrator and the Department Head; and should be used only if there is no other practical means of transportation and the cost of a vehicle rental is less than that of any other available means, including taxi or airport car service. If vehicle rental is necessary, the primary responsible driver, as well as any secondary drivers, must meet Motor Vehicle Registration (MVR) standards and must have appropriate approval before renting any vehicle. If an emergency situation arises, the Employee must contact the Village President or the Village Administrator.

Since most auto rental companies require a personal credit card, staff members who do not have one should not attempt to rent a vehicle. Staff members who must rent a vehicle are authorized to choose a rental organization within the guidelines of good business decisions. Rental companies must be reputable, well established and reasonable in rates. Any Employee renting a vehicle for Village of Glenwood and its affiliates business must meet the following criteria:

- Be at least 25 years of age
- Have a current, active driver's license
- Have no suspensions or revocation regardless of date
- Have fewer than 5 traffic violation points accumulated in the past 24 months
- Provide Motor Vehicle Report (MVP) upon request

Reimbursement for rental vehicles may be made on the Employee's expense report at the end of the travel or may be requested through a cash advance.

#### **BUS, RAIL, OR WATERWAY TRAVEL**

An Employee traveling on Village business may use other transportation methods, i.e. rail, bus, or waterways and be reimbursed providing the Employee used good business judgment and the travel accommodations are reasonably priced and conveniently located to the work assignment. First class or business travel may be used only with the pre-approval of the Village President or the Village Administrator or a designee.

#### **CASH ADVANCES**

Cash advances may be requested to cover the costs of lodging, meals, transportation, and miscellaneous costs such as taxis and tips. Cash advances must be requested at least 10 to 15 business days in advance of the travel date. To request a cash advance, fill out a check request/requisition, have it approved by appropriate supervisory staff and forward it to the Finance Department for processing. Processing of cash advance requests required a minimum of 10 business days and is processed in accordance with the established disbursement schedule. Any cash advance requested less than 10 days need prior approval from the Village President or the Village Administrator.

Cash advances must be accounted for within 10 business days after completion of travel. Failure to account for a cash advance within the allotted time will result in a payroll deduction.

### **LODGING**

The traveler may choose a hotel or motel based on good business judgment. Lodging facilities should be well established, reasonably priced, conveniently located to the work assignment, and easily accessible. Lodging that does not fit the description above, will only be considered with the advance written approval of the Village President or the Village Administrator or a designee. Each traveler should use their best effort to obtain the Government rate. When attending a conference, individuals should register in time to get the conference rate.

It is recommended that a credit card be used to confirm reservations, especially for late arrivals. Documentation of all lodging must be submitted with travel expense report. This documentation must include cost of room rates, applicable taxes, and additional charges. All additional charges must be itemized and have separated receipts as well.

### **MEALS**

Reimbursement is allowed for meals consumed while Trustees, Village Representatives, or Employees are traveling on Village business outside of their immediate geographic work area. The Government per diem rates will apply to meals that are not provided by any other means (i.e., not included in hotel room rates, as part of seminar training, or conference, etc.) (See attached Government Per Diem Rates).

Trustees, Village Representatives and Employees who incur expenses for business meals may be reimbursed if the receipt for the meal is submitted with the following information:

- Names of all Employees/diners present;
- Date, place, and business purpose of the meal;
- Total cost of the meal, including tip and tax.

Alcoholic beverages are a disallowed expense. Where gratuities are automatically included in the price of the meal, no additional gratuity is made. If gratuity is not included in the cost of the meal, the maximum rate allowed is 20%.

### **NON-REIMBURSABLE TRAVEL RELATED EXPENDITURES**

The Village of Glenwood is a government entity and must adhere to certain governmental regulations for reimbursable travel related expenditures. It is impossible to list all unallowable travel expenditures, but the one that is most frequently abused is the expectation to be reimbursed for traffic violations (moving or parking) while conducting Village business.

Payment of all traffic violations received when conducting Village business is the responsibility of the Trustee, Village Representative, or Employee. Any traffic violation received by an Employee in a Village

vehicle (owned or rented) will be deducted from the Employee's payroll check, if he/she does not reimburse the Village in a timely manner.

#### **SPOUSE/PARTNER TRAVEL**

It is the policy of the Village of Glenwood not to reimburse any Trustee, Village Representative, or Employee for separate travel costs (airfare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between Trustee, Village Representative, or Employee and spouse/partner for purposes of this policy.

#### **EMPLOYEE EXPENSE REPORTS**

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form. All receipts must be attached, and a brief description of the business purpose of trip or meeting must be noted on the form, or a meeting agenda attached. Expense reports will be processed for payment in the next vendor payment cycle if received by the deadline.



U.S. General Services Administration

Search

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem > Per Diem Rates >

### OPERATIONS SUSPENDED

As a result of a temporary government shutdown, GSA.gov is not being updated at this time. More information on GSA's shutdown procedures is available.

[READ MORE >>](#)

## FY 2014 Per Diem Rates for ZIP 60425

(October 2013 - September 2014)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city  OR Enter your ZIP Code

[Per Diem Map >](#)

#### ADDITIONAL PER DIEM TOPICS

- Meals & Incidental Expenses Breakdown (M&IE)
- FAQs
- State Tax Exemption Forms
- Factors Influencing Lodging Rates
- FY 2012 Per Diem Highlights
- Fire Safe Hotels
- Have a Per diem Question?
- Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

The following rates apply for 60425

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2013			2014									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Chicago	Cook and Lake	209	209	128	128	128	186	186	186	186	166	166	209	71

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity. Then the agency may authorize the rate where lodging is obtained.

\*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

#### CONTACTS

- Additional Contacts for
- Travel Management Policy

#### NEED MORE INFORMATION?

- Rates for Alaska, Hawaii, U.S. Territories and Possessions (set by DoD)
- Rates in Foreign Countries (Set by State Dept.)
- Federal Travel Regulations (FTR)

#### RELATED TOPICS

- Travel Resources
- E-Gov Travel
- FedRooms
- POV Mileage Reimbursement Rates

Last Reviewed 2013-09-30

- Print
- Email
- Favorites
- Twitter
- Facebook
- Share



[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) >

## OPERATIONS SUSPENDED

As a result of a temporary government shutdown, GSA.gov is not being updated at this time. More information on GSA's shutdown procedures is available.

[READ MORE >>](#)

# Meals and Incidental Expenses ( M&IE) Breakdown

- [Per Diem](#)
- [Overview](#)
- [FY 2014 Per Diem Highlights](#)
- [Per Diem Mobile App](#)
- [FAQ](#)
- [Per Diem Contacts](#)
- [M&IE Breakdown](#)**
- [Factors Influencing Lodging Rates](#)
- [Fire Safe Hotels](#)
- [Per Diem Rates](#)
- [Per Diem Files \(Archived\)](#)
- [Per Diem Mobile Blackberry File Download](#)

The following table is provided for federal employees who need to deduct provided meals from their daily meals and incidental expense (M&IE) allowance. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

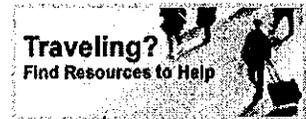
The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day or travel. The first and last calendar day of travel is calculated at 75 percent.

M&IE Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/ Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

### QUESTIONS:

For all travel policy questions, email [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).



### RELATED GSA TOPICS

- [State Tax Exemption Forms](#)
- [FedRooms®](#)
- [Travel E-mail Notification](#)
- [POV Mileage Reimbursement Rates](#)

### GOVERNMENT LINKS

- [Fire Safety Information](#)

Rate this Page

The shortcut to this page is [www.gsa.gov/mie](http://www.gsa.gov/mie).

Last Reviewed 2013-09-30

- 

- [Help](#) | [Sitemap](#) | [Accessibility Aids](#) | [Linking](#) | [Privacy and Security](#) | [Contact Us](#)

Also of Interest:

- [Whitehouse.gov](http://Whitehouse.gov)
- [Recovery.gov](http://Recovery.gov)
- [Data.gov](http://Data.gov)
- [USA.gov](http://USA.gov)
- [BusinessUSA.gov](http://BusinessUSA.gov)



## VILLAGE OF GLENWOOD TRAVEL CASH ADVANCE AUTHORIZATION

Employee Name:		Title:	
Employee ID Number:	Department:	Authorized by: (Department Head):	
Travel Information:			
1. Type of Travel (Check one) <input type="checkbox"/> Single Trip in State <input type="checkbox"/> Single Out of State <input type="checkbox"/> Continuous Travel <input type="checkbox"/> Other – _____			
2. Purpose of Travel			
3. Date of Travel:	4. Destination(s):		
5. Method of Travel (Check as applicable) <input type="checkbox"/> Private Car <input type="checkbox"/> Village/Rental Car <input type="checkbox"/> Commercial Airplane <input type="checkbox"/> Train <input type="checkbox"/> Other – _____			
ESTIMATED EXPENDITURES (if this authorization is for continuous travel, the estimated expenditures should cover one pay period).			
Type of Expenditure	Anticipated Payment Method		
	Credit Card	Cash	Total
Employee Subsistence			
Transportation			
Other Travel expenses			
Other Expense (specify) _____			
<b>TOTAL</b>			
MISCELLANEOUS (Use this space for any remarks or explanations of unusual expenses):			
<b>ACCOUNTING CODES</b>			
<b>AUTHORIZATION</b> 1. The described travel is authorized <input type="checkbox"/> YES <input type="checkbox"/> NO Approved by: _____ (Supervisor)    Date: _____ 2. Previous travel advance repaid <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, amount of outstanding advance \$ _____ Verified by: _____ (Accounting)    Date: _____  Travel Advance in the amount of \$ _____ Hereby authorized by _____ (Fiscal Officer)    Date: _____		<b>RECEIPT ACKNOWLEDGEMENT</b> Receipt of Check No. _____ In the amount of \$ _____  _____ <b>EMPLOYEE SIGNATURE                      DATE</b>	
		<b>ACCOUNTING SECTION ONLY</b> Posted by: _____ Entry No. _____    Date _____	







Claim Reimbursement Form

Fiscal Leadership for Glenwood

**This Page for Accounting Use Only**

Name:	Phone:	Travel From:	To:
Amount Due To/From Employee: \$			

Employee ID	Vendor ID	Handling Code	Terms	Gross \$	Acct. Date
Invoice No.	Invoice Date	Pay Date	Voucher No.	Voucher Date	Acct. Template
Effective Date	Description	Budget Year	Check #	Check Date	Location
Reference No.	Business Unit				

Line Description	Account	Fund	Org/Dept	OPB Program	Class	Funding Src.	Project	Amount
Mileage	9182				301			
					301			
					301			
Meals	9182				301			
					301			
					301			
Lodging	9182				301			
					301			
					301			
Other(Parking, Tolls, Portage)	9182				301			
					301			
					301			
Commercial Transportation	9182				301			
					301			
					301			
Voice/Data Communications Svcs	9120				307			
					307			
					307			
Registration Fees	9140				301			
					301			
					301			
Miscellaneous Expenses	9891				301			
Travel Advance	9182							
Gasoline for Rental Vehicle	9210				301			
Travel between State Orgs	9182				301			
Money Owed								

Non-Employees			
Account	Line Description	Sub-Cls	Amount
9182	Mileage	301	
9182	Commercial Transportation	301	
9182	Subsistence	301	
9182	Miscellaneous Travel Expenses	301	
	Reimbursable Expenses	312	

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_