

Rock Valley College

RVC Board Policy 5:10.130

Travel Reimbursement

Board Policy for Reimbursements of Travel, Meal and Lodging Expenses

The Illinois General Assembly enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act," which Act became effective on January 1, 2017. As required by the Act, it is Rock Valley 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 in the College's administrative procedures.
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 form as set forth in the College's administrative procedures. 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.

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- b. Any reimbursable expense of a member of the Board of 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.

Reference: Board Report(s) 6876, 7382, 7494

Implemented: April 24, 2012

Revised: April 8, 2014; February 28, 2017; March 27, 2018