

1 AN ACT concerning employment.

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

4 Section 5. The Illinois Wage Payment and Collection Act is
5 amended by adding Section 9.5 as follows:

6 (820 ILCS 115/9.5 new)

7 Sec. 9.5. Reimbursement of employee expenses.

8 (a) An employer shall reimburse an employee for all
9 necessary expenditures or losses incurred by the employee
10 within the employee's scope of employment and directly related
11 to services performed for the employer. As used in this
12 Section, "necessary expenditures" means all reasonable
13 expenditures or losses required of the employee in the
14 discharge of employment duties and that inure to the primary
15 benefit of the employer. An employee shall submit any necessary
16 expenditure with appropriate supporting documentation within
17 30 calendar days after incurring the expense, except that an
18 employer may provide additional time for submitting requests
19 for reimbursement in a written expense reimbursement policy.
20 Where supporting documentation is nonexistent, missing, or
21 lost, the employee shall submit a signed statement regarding
22 any such receipts.

23 (b) An employee is not entitled to reimbursement under this

1 Section if (i) the employer has an established written expense
2 reimbursement policy and (ii) the employee failed to comply
3 with the written expense reimbursement policy. An employer is
4 not liable under this Section unless the employer authorized or
5 required the employee to incur the necessary expenditure or the
6 employer failed to comply with its own written expense
7 reimbursement policy.

8 (c) To ensure consistency with federal law, any rules
9 adopted by the Department and interpretation of this Section
10 shall be consistent and not in conflict with federal
11 regulations and guidelines regarding employer requirements for
12 reimbursement of employee expenses.