

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, shows,
8 amusements, theaters, circuses, sporting events, or any other
9 place of public or private entertainment or amusement, unless
10 ancillary to the purpose of the program or event.

11 "Local public agency" means a school district, community
12 college district, or unit of local government other than a home
13 rule unit.

14 "Travel" means any expenditure directly incident to
15 official travel by employees and officers of a local public
16 agency or by wards or charges of a local public agency
17 involving reimbursement to travelers or direct payment to
18 private agencies providing transportation or related services.

19 Section 10. Regulation of travel expenses. All local public
20 agencies shall, by resolution or ordinance, regulate the
21 reimbursement of all travel, meal, and lodging expenses of
22 officers and employees, including, but not limited to: (1) the

1 types of official business for which travel, meal, and lodging
2 expenses are allowed; (2) maximum allowable reimbursement for
3 travel, meal, and lodging expenses; and (3) a standardized form
4 for submission of travel, meal, and lodging expenses supported
5 by the minimum documentation required under Section 20 of this
6 Act. The regulations may allow for approval of expenses that
7 exceed the maximum allowable travel, meal, or lodging expenses
8 because of emergency or other extraordinary circumstances. On
9 and after 180 days after the effective date of this Act of the
10 99th General Assembly, no travel, meal, or lodging expense
11 shall be approved or paid by a local public agency unless
12 regulations have been adopted under this 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 of: (1) any officer or
16 employee that exceeds the maximum allowed under the regulations
17 adopted under Section 10 of this Act; or (2) any member of the
18 governing board or corporate authorities of the local public
19 agency, may only be approved by roll call vote at an open
20 meeting of the governing board or corporate authorities of the
21 local public agency.

22 Section 20. Documentation of expenses. Before an expense
23 for travel, meals, or lodging may be approved under Section 15
24 of this Act, the following minimum documentation must first be

1 submitted, in writing, to the governing board or corporate
2 authorities:

3 (1) an estimate of the cost of travel, meals, or
4 lodging if expenses have not been incurred or a receipt of
5 the cost of the travel, meals, or lodging if the expenses
6 have already been incurred;

7 (2) the name of the individual who received or is
8 requesting the travel, meal, or lodging expense;

9 (3) the job title or office of the individual who
10 received or is requesting the travel, meal, or lodging
11 expense; and

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

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

18 Section 25. Entertainment expenses. No local public agency
19 may reimburse any governing board member, employee, or officer
20 for any entertainment expense.