

**Sauk Valley Community College**  
**April 27, 2020**

**Action Item 4.2**

**Topic:** **Board Policy 510.01 Reimbursement of Employee Expenses – First Reading**

**Strategic Direction:** **College Health Metric #3 – The College uses its revenue conservatively. The College pursues and utilizes alternative revenue streams.**

**Presented By:** **Dr. David Hellmich and Kent Sorenson**

**Presentation:**

Illinois Wage Payment and Collection Act (820 ILCS 115/9.5) and the Local Government Travel Expense Control Act (50 ILCS 150) require reimbursing employees for all necessary expenditures or losses incurred within their scope of employment and directly related to their services performed, including those services required to be performed remotely. This revision puts the College in compliance with these legislative mandates.

**Recommendation:**

The Administration recommends the Board of approve revisions to Board Policy 510.01 *Reimbursement of Employee Expenses* as presented for a first reading.

### 510.01 Reimbursement of Employee Expenses

- A. Purpose: To reimburse employees for all necessary expenditures or losses incurred within their scope of employment and directly related to their services performed; including those services required to be performed remotely.
- B. Statutory References:
  - a. Illinois Wage Payment and Collection Act (820 ILCS 115/9.5)
  - b. Local Government Travel Expense Control Act (50 ILCS 150)
- C. Approvals:
  - a. Travel: Reimbursement of in-district and out-of-district travel expenses must be approved by the appropriate supervisor and submitted on a Travel Expense Report. Out-of-District travel must receive prior approval from the appropriate supervisor, approval from appropriate President's Cabinet member if out-of-state (excluding Iowa, Indiana and Wisconsin which only need supervisor approval) and the President if out of the country, unless performed under emergency conditions.
  - b. Personal Cell Phone, Home Internet, and Supplies: Additional costs incurred by employees may be eligible for reimbursement. To be eligible for reimbursement, employees must (1) have prior supervisor approval and (2) provide documentation that shows an increase in cost to the employee.
- D. Documentation: Employees shall submit any necessary expenditure with appropriate supporting documentation within 30 calendar days after incurring the expense. Where supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.
- E. Travel Expenses:
  - a. Transportation
    - i. Mileage: The rate of reimbursement when using personal automobiles for college travel will be equal to the current IRS tax deduction rate. No reimbursement will be paid for travel between home and the regular place of work or duty.
    - ii. Air Travel: Lowest reasonable rate (coach), receipt required.
    - iii. Rental Car: Lowest reasonable rate (midsize) or van depending on number of travelers, receipt required.
    - iv. Rail or Bus: Lowest reasonable rate and cost shall not exceed air travel, receipt required.
    - v. Public Transportation: Actual reasonable rate, receipt required.
  - b. Meals: All reimbursement must be accompanied by detailed receipts. Maximum amount of reimbursement as followed (which includes tip): Breakfast, \$17; Lunch, \$18; Dinner, \$34. No reimbursement will be provided for the purchase of alcoholic beverages.
  - c. Lodging: Approved reasonable lodging expense will be reimbursed if documented with receipts. Maximum amounts of reimbursement as followed: Chicago & suburban Cook County and outside Illinois, \$222/night; all other Illinois counties, \$112. Any lodging expenses that exceeds maximum reimbursement will require approved justification.
  - d. Entertainment: The College shall not reimburse any Board member, administrator, officer, or employee for any entertainment expense unless such

expense is required for the purpose of the program or event. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.

- F. Personal Cell Phone: Reimbursement may be eligible for documented increased costs due to work-related calls at a maximum rate of \$50 per month.
- G. Home Internet: Reimbursement may be eligible for documented increased costs due to work-related activities required to be performed at home at a maximum rate of \$50 per month.
- H. Supplies: Reimbursement may be eligible for documented costs for supplies incurred by the employee to perform work-related activities required to be performed away from the College, and only where the College has not made such supplies available for use to the employee. Any supplies reimbursed by the College shall be considered property of the College.

10/22/80	04/01/81	03/27/89	02/26/90	11/28/05	10/24/11
11/23/15	7/25/16	2/27/17	5/25/20		