

VII. REIMBURSEMENT

Employees traveling on IHLS business must have approval by the employee's supervisor and the Executive Director. In order to maintain accurate financial records, all travel will be handled in the IHLS Finance department. IHLS will only approve travel expenses for employees or officers if the travel is necessary to complete official system business, for the education of employees or officers, or necessary to obtain information for the betterment of the system in some capacity.

Employees and officers are required to conduct their travel in the most cost-effective manner. Whenever possible and cost effective, business travel arrangements will use governmental entity discount rates. Actual travel time to get to and from meetings and conferences may be recorded as work time.

Expenditures for travel cannot exceed budget limitations or the predetermined maximum without IHLS Board approval. Expenses for Board members may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.

There is no objection to a spouse and/or family member accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty and all expenses attributable to the family member is paid by the employee.

A. Transportation

In order to maintain proper record keeping, all travel arrangements will be handled in the Finance Department.

With additional locations in Carbondale, Illinois and Champaign, Illinois, travel by airplane, train, bus, or car between your home and your business destination will be reimbursed if it is not travel to or from your regular work location. When an IHLS vehicle is not available, private vehicles may be used providing that the employee has personal vehicle liability insurance. The maximum mileage reimbursement will be based on the prevailing current IRS rate.

An employee who finds it more convenient to drive his or her personal vehicle to conduct IHLS business instead of an available IHLS vehicle will be reimbursed for the cost of fuel only (based on the miles driven and the average cost of fuel).

When traveling outside the IHLS service area, all travel shall be by the most economical mode of transportation available, considering travel time, cost and work requirements. IHLS vehicles should be used when possible, unless family members are accompanying the

IHLS employee. When traveling to major metropolitan areas, public (Uber, Lyft, etc.) transportation should be considered as a less expensive mode.

B. Food

Costs of meals for employees or officers for each day of travel for IHLS business will be reimbursed. Expenses are to be authorized and approved by the Executive Director. Costs for meal cannot exceed the maximum daily per diem rate established by the United States Internal Revenue Service.

Under normal circumstances, reimbursement will not be made for meals consumed in IHLS service areas during a regular working day. The following will be exceptions to this rule:

1. When a staff member attends an evening meeting in addition to a full working day.
2. When circumstances require that IHLS staff acts as host to a visitor.
3. Other meal reimbursement as deemed necessary will be evaluated by the Executive Director on a case-by-case basis and be administered in a manner consistent with established limits.

C. Hotel

Actual costs for hotel and motel accommodations, including taxes and reasonable tips, are limited to the minimum number of nights required to conduct IHLS business. The average single room rate of adequate hotel or motel accommodations will be considered for the nearest the destination. Employees are allowed to have single rooms without a roommate. If an employee or officer's spouse or other family members share lodging, the employee or officer must pay any differences.

D. Special Expenses

IHLS will reimburse employees or officers for the actual cost of other reasonable and prudent travel expenses, such as but not limited to:

1. Fares for taxis or other types of transportation between the airport, train or bus station and the hotel, the hotel and the work location, or from one place of business to another;
2. Tips paid for services related to any allowable expense;
3. Business calls while on a business trip to include business communications by fax machine or other communication devices;
4. Other similar ordinary and necessary expenses related to business travel such as transportation to a meal when out of town and conducting IHLS business, printing

materials for distribution at a meeting, or the purchase of incidental materials needed to make a presentation;

5. Conference and workshop registration fees;
6. Conference meal costs above the per diem meal limit, when it is clear that the excess meal cost was required.

IHLS will **not** reimburse employees for the cost of personal expenses, such as:

1. Transportation If the employee is provided with a ticket or is riding free as a result of a frequent traveler or similar program;
2. Alcoholic beverages;
3. Personal telephone calls;
4. Coat check;
5. Late checkout and room guarantee charges (unless special circumstances exists and approval has been obtained from the Executive Director);
6. Valet parking service; unless location does not allow for any other parking option.
7. 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.;
8. Repairs or towing of private vehicle;
9. Parking tickets or other traffic tickets;
10. Charges associated with locksmith service;
11. Tips exceeding 20%

D. Personal Incurred Expenses

IHLS shall reimburse an employee for all necessary expenditures or losses incurred by the employee within the employee's scope of employment and directly related to services performed for the employer. Necessary expenditures" means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

IHLS is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft unless the theft was a result of the IHLS' negligence. An

employee shall submit any necessary expenditure with appropriate supporting documentation within 30 calendar days after incurring the expense, except that IHLS may provide additional time for submitting requests for reimbursement in a written expense reimbursement policy. Where supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.

An employee is not entitled to reimbursement under this if the employer has an established written expense reimbursement policy and the employee failed to comply with the written expense reimbursement policy. IHLS is not liable unless the employer authorized or required the employee to incur the necessary expenditure or the employer failed to comply with its own written expense reimbursement policy. If the written expense reimbursement policy of IHLS establishes specifications or guidelines for necessary expenditures, the employer is not liable for the portion of the expenditure amount that exceeds the specifications or guidelines of the policy so long as IHLS does not institute a policy that provides for no reimbursement or minimal reimbursement.

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover. This includes termination clauses, and paying all charges associated with the cellular service and device.
- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change. Also, if the employee reduces service levels in the wireless contract below the reimbursed amount, the same communication expectations exist.
- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all IHLS policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all IHLS data from the cell phone when employment with the college is severed, except when required to maintain the data in compliance with a litigation hold notice.

E. Documentation

No expenses shall be reimbursed without a reimbursement request form completely filled out with receipts attached. In the event that travel expense is prepaid, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to IHLS within 30 days, arrangements can be made through payroll deduction if approved by the Executive Director.

Any member of the governing Board or any officer or employee that exceeds the maximum allowed for travel may only be approved by a roll call vote at an open meeting of the governing Board. The reimbursement request form is the minimum documentation that must first be submitted, in writing, to the governing Board.

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VII. REIMBURSEMENT TRAVEL

~~Employees or officers~~ traveling on IHLS business ~~will have reasonable authorized expenses paid as defined in the Local Government Travel Expense Control Act (50 ILCS 150). The travel must have been pre-approved~~ by the employee's supervisor and the Executive Director. ~~In order to maintain accurate financial records, all travel will be handled in the IHLS Finance department.~~ IHLS will only approve travel expenses for employees or officers if the travel is necessary to complete official system business, for the education of employees or officers, or necessary to obtain information for the betterment of the system in some capacity.

~~Expenditures for travel cannot exceed budget limitations or the predetermined maximum without IHLS Board approval. IHLS will only approve travel expenses for employees or officers if the travel is necessary to complete official system business, for the education of employees or officers, or necessary to obtain information for the betterment of the system in some capacity.~~ Employees and officers are required to conduct their travel in the most cost-effective manner. Whenever possible and cost effective, business travel arrangements will use governmental entity discount rates. Actual travel time to get to and from meetings and conferences may be recorded as work time.

~~Expenditures for travel cannot exceed budget limitations or the predetermined maximum without IHLS Board approval. The total maximum for any travel for IHLS purposes allowed is \$3,000.00. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the \$3,000 maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.~~

Expenses for Board members may only be approved for reimbursement by the Board as a whole at a normally scheduled Board Meeting subject to a roll call vote.

There^[DG1] is no objection to a spouse and/or family member accompanying an employee on an official out-of-town trip, provided that their presence does not detract from the performance of duty and all expenses attributable to the family member is paid by the employee.

A. Transportation

In order to maintain proper record keeping, all travel arrangements will be handled in the Finance Department.

With additional locations in Carbondale, Illinois and Champaign, Illinois, tTravel by airplane, train, bus, or car between your home and your business destination will be reimbursed if it is not travel ~~from home~~ to or from your regular work location.

When an IHLS vehicle is not available, private vehicles may be used providing that the employee has verification of personal vehicle liability insurance, has been previously provided to the Human Resources Office. The maximum mileage reimbursement will be based on the prevailing current IRS rate.

An employee who finds it more convenient to drive his or her personal vehicle to conduct IHLS business instead of an available IHLS vehicle will be reimbursed for the cost of fuel only (based on the miles driven and the average cost of fuel). ~~Based on information provided by the Federal Department of Transportation, the average miles per gallon used will be 22.4 for automobiles and 18 for SUVs and light trucks. The cost of fuel will be based on the information supplied for the metropolitan area nearest the destination and/or IHLS office where the employee works and the date of the travel. Fuel prices can be obtained at: <http://fuelgaugereport.aaa.com/?redirectto=http://fuelgaugereport.opisnet.com/ILmetro.asp> or by using the local fuel price.~~

When traveling outside the IHLS service area, all travel shall be by the most economical mode of transportation available, considering travel time, cost and work requirements. IHLS vehicles should be used when possible, unless family members are accompanying the IHLS employee. When traveling to major metropolitan areas, public (Uber, Lyft, etc.) transportation should be considered as a less expensive mode.

~~When air travel is required, only coach fare will be paid by IHLS. Taxicab fares, tips, parking fees, bridge, road, and toll fees are also allowable expenses.~~

B. Food

Costs of meals for employees or officers for each day of travel for IHLS business will be reimbursed. Expenses are to be authorized and approved by the Executive Director. Costs for meal cannot exceed the maximum daily per diem rate established by the United States Internal Revenue Service. ~~Per diem guidelines for food can be found at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city or zip code.~~

Under normal circumstances, reimbursement will not be made for meals consumed in IHLS service areas during a regular working day. The following will be exceptions to this rule:

1. When a staff member attends an evening meeting in addition to a full working day.
2. When circumstances require that IHLS staff acts as host to a visitor.
3. Other meal reimbursement as deemed necessary will be evaluated by the Executive Director on a case-by-case basis and be administered in a manner consistent with established limits.

C. Hotel

Actual costs for hotel and motel accommodations, including taxes and reasonable tips, are limited to the minimum number of nights required to conduct IHLS business. ~~at the~~ The average single room rate of adequate hotel or motel accommodations will be considered for the nearest the destination. Employees are allowed to have single rooms without a roommate. ~~Rates cannot exceed the maximum per diem rates determined by the United States Internal Revenue Service. These rates can be obtained at <http://www.gsa.gov/portal/category/100120>, and then selecting the year, the state, and the destination city or the zip code.~~ If an employee or officer's spouse or other family members share lodging, the employee or officer must pay any differences.

D. Special Expenses

IHLS will reimburse employees or officers for the actual cost of other reasonable and prudent travel expenses, such as but not limited to:

1. Fares for taxis or other types of transportation between the airport, train or bus station and the hotel, the hotel and the work location, or from one place of business to another;
2. Tips paid for services related to any allowable expense;
3. Business calls while on a business trip to include business communications by fax machine or other communication devices;
4. Other similar ordinary and necessary expenses related to business travel such as transportation to a meal when out of town and conducting IHLS business, printing materials for distribution at a meeting, or the purchase of incidental materials needed to make a presentation;
5. Conference and workshop registration fees;
6. Conference meal costs above the per diem meal limit, when it is clear that the excess meal cost was required.

IHLS ~~will~~ will not reimburse employees for the cost of personal expenses, such as:

1. Transportation If the employee is provided with a ticket or is riding free as a result of a frequent traveler or similar program;
2. Alcoholic beverages;
3. Personal telephone calls;
4. Coat check;

5. Late checkout and room guarantee charges (unless special circumstances exists and approval has been obtained from the Executive Director);
6. Valet parking service; unless location does not allow for any other parking option.
7. 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.;
8. Repairs or towing of private vehicle;
9. Parking tickets or other traffic tickets;
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An employee is not entitled to reimbursement under this if the employer has an established written expense reimbursement policy and the employee failed to comply with the written expense reimbursement policy. IHLS is not liable unless the employer authorized or required the employee to incur the necessary expenditure or the employer failed to comply with its own written expense reimbursement policy. If the written expense reimbursement policy of IHLS establishes specifications or guidelines for necessary expenditures, the employer is not liable for the portion of the expenditure amount that exceeds the specifications or guidelines of the policy so long as IHLS does not institute a policy that provides for no reimbursement or minimal reimbursement.

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features,

and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover. This includes termination clauses, and paying all charges associated with the cellular service and device.

- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change. Also, if the employee reduces service levels in the wireless contract below the reimbursed amount, the same communication expectations exist.
- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all IHLS policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all IHLS data from the cell phone when employment with the college is severed, except when required to maintain the data in compliance with a litigation hold notice.

~~11.~~

E. Documentation

No expenses shall be reimbursed without a reimbursement request form completely filled out with receipts ~~or estimates (with reservations and confirmation numbers)~~ attached. In the event that travel expense is prepaid, actual receipts must be turned in and attached to the reimbursement request form within 30 days of the completion of travel. Any amount paid in excess of the actual receipts filed must be repaid to IHLS within 30 days. arrangements can be made through payroll deduction if approved by the Executive Director.

Any member of the governing Board or any officer or employee that exceeds the maximum allowed for travel may only be approved by a roll call vote at an open meeting of the governing Board. The reimbursement request form is the minimum documentation that must first be submitted, in writing, to the governing Board.