

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.

VII. REIMBURSEMENT

In order to maintain accurate financial records, 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 arrangements will be handled in the IHLS Finance department. ~~IHLS will only approve~~ Approved travel expenses for employees or officers ~~if the travel is necessary supported when it is to complete official system business, for the education of employees or officers, or when the education or information necessary to~~ obtained information for the betterment of the system in some capacity. Most budgeted travel arrangements are preapproved by the Executive Director.

With an economic mindset, IHLS Employees and officers are required to conduct their travel in the most cost-effective manner. Expenditures for travel cannot exceed budget limitations or the predetermined maximum without IHLS Board approval. 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 should ~~may~~ be recorded as work time.

~~While 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.~~

~~T~~here is no objection to ~~a spouse and/or family member accompanying an employee being accompanied by a spouse or family member~~ on an official out-of-town trip, ~~provided that t~~their presence ~~does~~ should not detract from the employee's job duties. ~~the performance of duty and~~ Please note, 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.~~

Travel throughout the state is normally accommodated by train, car, or bus. 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 normal ~~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.

All travel outside the IHLS service area, will be handled in the Finance Department. All travel is structured around the most economical mode of transportation available considering travel time, cost and work requirements.

~~IHLS vehicles should be used whenever possible. If a family member will be accompanying the IHLS employee. When traveling to major metropolitan areas, public (Uber, Lyft, etc.) transportation should be considered as a less expensive mode. An eEmployee who finds it more convenient to drive his or her feel more comfortable using their personal vehicle to conduct IHLS business is able to do so. IHLS will reimburse the employee for the cost of fuel only instead of an available IHLS vehicle will be reimbursed for the cost of fuel only (which is 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 covered by IHLS at the per diem rate given by the Finance Department. ~~Should an employee incur cost during their travels, the employee will be reimbursed contingent on proper documentation. Expenses are to be authorized and approved by the Executive Director.~~ Costs for meals cannot exceed the maximum daily per diem rate established by the United States Internal Revenue Service. Any amounts over the daily rate will be the responsibility of the employee.

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 or works in excess of 9 ½ hours in a full working day.
2. When ~~circumstances require that~~ IHLS staff acts as host to a visitor.
3. Other meal reimbursements will be evaluated before being deemed necessary. All reimbursements are ~~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 IHLS Finance Department considers ~~the~~ the average single room rate of adequate hotel or motel accommodations will be for considered for the nearest the destination. Employees ~~are allowed to have~~ may be given single rooms without a roommate. If an employee or officer~~

~~shares lodging with a family member or spouse's spouse or other family members share lodging,~~ the employee or officer will be responsible to~~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;~~
- ~~4-3.~~ 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;~~
- ~~4.~~ Conference meal costs above the per diem meal limit, when it is clear that the excess meal cost was required.

~~6.~~

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%

~~11.~~

D. Personal Incurred Expenses

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~~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.~~

IHLS will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions of the cellphone. IHLS will decide~~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, unless damage to the device is incur due to negligence of the employee.

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- ~~IHLS will review 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.~~ Employees are urged to refrain from
- ~~Avoid~~ using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. Employees are also required to comply with all
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.
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- ~~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. In the event that employment is terminated, by the choice of the employee or IHLS, the employee will be required to return all cellular items distributed to them based on the needs of their job description. Should an employee fail to return the position assigned items, the employee will be responsible for the cost incurred for the replacement of the items.~~

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.

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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.