



RESOLUTION NO. 05-28-19-1

A RESOLUTION ADOPTING A POLICY REGARDING  
EXPENSE REIMBURSEMENT

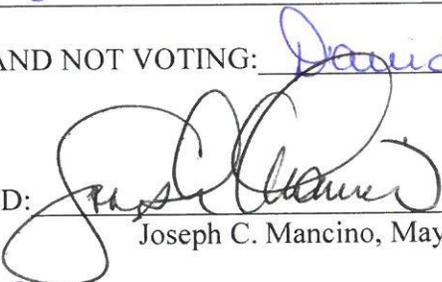
**BE IT RESOLVED** by the Mayor and the Board of Trustees of the Village of Hawthorn Woods, Lake County, Illinois, that the Village of Hawthorn Woods shall adopt this policy regarding expense reimbursement and any modifications made thereto must be approved by the Village Board of Trustees. A copy is attached hereto as "Exhibit A", and by this reference, made a part hereof.

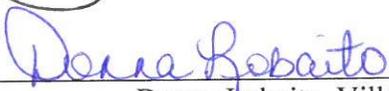
The foregoing Resolution was adopted by a roll call vote as follows:

AYES: Hanser, Kasik, Press, Corrigan, Dimaggio

NAYS: 0

ABSENT AND NOT VOTING: David

APPROVED:   
Joseph C. Mancino, Mayor

ATTEST:   
Donna Lobaito, Village Clerk

ADOPTED: May 28, 2019

APPROVED: May 28, 2019

## **EXPENSE REIMBURSEMENT POLICY\***

It is a policy of Village of Hawthorn Woods ("Village") to reimburse employees 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 Village 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 Village's negligence.

This policy was drafted using the Illinois Wage Payment and Collection Act (820 ILCS 115/9.5), effective January 1, 2019.

### **I. DEFINITIONS**

"Employee" means an employee, officer or official of the Village.

Municipal officers and officials may be subject to additional conditions or restrictions for reimbursement of expenses related to their specific offices and other state statutes or local ordinances.

"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 Village, subject to the provisions of this Policy.

### **II. GUIDELINES FOR NECESSARY EXPENDITURES**

Authorized expenditures include: cell phone expenses, lap top, tablet, mileage, tools, equipment, Internet, meals, registration fees, training expenses, tolls and parking fees.

Unauthorized expenditures include: home Internet service, personal cell phone expenses, mileage incurred on personal vehicles, alcoholic beverages and entertainment expenses.

Any expenditure that is not requested and approved prior to purchase is deemed an unauthorized expenditure and may not be reimbursed.

Reimbursement of travel, meal or lodging expenses incurred by an employee is guided by Ordinance Number 1708-16, pursuant to the Local Government Travel Expense Control Act (50 ILCS 150/).

### **III. PRE-APPROVAL FOR AUTHORIZED EXPENDITURES**

An employee shall submit a written request to purchase any of the above authorized expenditures at least three business days in advance of incurring the expense on the "Expense Reimbursement Form" (attached). Following approval of the expense, the employee will be reimbursed as provided in the following section. If the expense is not approved following a written request, the employee will not be entitled to reimbursement.

In the event that an expense is not pre-approved, reimbursement will be subject to the discretion of the Chief Operating Officer.

### **IV. REIMBURSEMENT PROCEDURE FOR AUTHORIZED EXPENDITURES**

An employee shall submit an "Expense Reimbursement Form" (attached) along with appropriate supporting documentation not later than 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.

An employee may not be entitled to reimbursement if the employee has failed to comply with this Expense Reimbursement Policy.

---

\*The provisions of this policy will apply only insofar as they do not conflict with any state or federal law.

**EXPENSE REIMBURSEMENT FORM**

At least three business days in advance of incurring an expense for an authorized expenditure, the following minimum documentation must be submitted, in writing, to the Village of Hawthorn Woods Chief Financial Officer:

Name of Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Description of Expense:

\_\_\_\_\_  
\_\_\_\_\_

Expected Date of Expenditure: \_\_\_\_\_

Estimated Expense Amount: \_\_\_\_\_

Chief Financial Officer

Approval Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Within 30 calendar days after incurring the expense, and following approval, the employer shall submit appropriate supporting documentation (i.e., receipt). Where supporting documentation is nonexistent, missing or lost, the employee shall submit a signed statement regarding any such receipts.

Actual Expense Amount: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date