

RESOLUTION NO. 2024-4

MAINE TOWNSHIP A RESOLUTION REGARDING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

WHEREAS the Board of Trustees of Maine Township of Cook County, Illinois wishes to amend the “Reimbursement of Travel, Meal and Lodging Expenses Policy” which is contained within the Maine Township Personnel Policy so as to clarify how Employees and Elected Official may receive reimbursement for travel, meals and lodging,

THEREFORE, the Board of Trustees of Maine Township adopts the following changes to said policy:

Changes to Section 9.6 of the Maine Township Personnel Manual

B. Definitions.

“**Meals**” shall include reasonable expenses incurred for the purchase of food and non-alcoholic beverages not to exceed the applicable GSA per diem rate.

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E. Approval of Expenses.

1. Expenses for Officials or Employees Other than Members of the Board of Trustees. Travel, meal, and lodging expenses incurred by any official or employee that is in excess of the maximum allowable reimbursement, as defined in Section B of this policy, must be approved by roll call vote at an open meeting of the Board of Trustees.

2. Expenses for Township Board Members. Reimbursement of travel, meal, and lodging expenses incurred by any Township Board member must be approved by roll call vote at an open meeting of the Board of Trustees.

3. Advanced Expenses. Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Township must be approved by roll call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. Other Expenses. All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Township Supervisor’s approval.

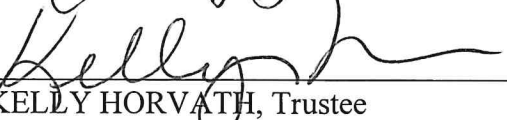
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OF TRAVEL, MEAL AND LODGING EXPENSES**

Adopted this 30th Day of January, 2024, and declared effective upon being passed.


KAREN J. DIMOND, Supervisor


KIMBERLY JONES, Trustee


KELLY HORVATH, Trustee


JAMES MAHER, Trustee


ASIF MALIK, Trustee

ATTEST:


PETER GIALAMAS, Clerk