
**WHEELING TOWNSHIP
COOK COUNTY, ILLINOIS**

**ORDINANCE
NO. 2025-07**

**AN ORDINANCE ESTABLISHING AND ADOPTING
A TRAVEL EXPENSE POLICY FOR ELECTED OFFICIALS AND EMPLOYEES OF
WHEELING TOWNSHIP, COOK COUNTY, ILLINOIS**

TOWNSHIP BOARD
MARIA ZELLER BRAUER, Supervisor
JOANNA GAUZA, Clerk

JOHN GEIER
LORRIE GRAINAWI
AUSTIN MEJDRICH
SHERI WILLIAMS
Trustees

WHEELING TOWNSHIP

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WHEELING TOWNSHIP, COOK COUNTY, ILLINOIS**

WHEREAS, Wheeling Township, Cook County, State of Illinois (the “Township”) is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et. seq.*, and all laws amendatory thereto; and

WHEREAS, the Illinois General Assembly has adopted the Local Government Travel Expense Control Act (50 ILCS 150/1 *et seq.*) (the “Act”); and

WHEREAS, the Act mandates that all non-home rule local governments “shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees” and maintain certain documentation reflecting such; and

WHEREAS, the Township, in recognition of this Act, wishes to establish and adopt a policy that provides the rules and the process for the employees and elected officials of the Township to be reimbursed for travel, meal, and lodging expenses when they are traveling on behalf of the Township’s official business; and

WHEREAS, the travel expense policy is attached to and incorporated into this Ordinance as “Exhibit A”; and

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Supervisor and the Board of Trustees of Wheeling Township, Cook County, Illinois, as follows:

Section 1: The recitals contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance by reference.

Section 2: The Township Board hereby adopts and approves the Travel Expense Policy for Elected

Officials and Employees of Wheeling Township, which is attached hereto and incorporated into this Ordinance as "Exhibit A."

Section 3: If any section, paragraph, or provision of this Ordinance shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 4: All Township ordinances, policies, resolutions, motions, orders, or parts thereof that conflict with or are inconsistent with any of the provisions of this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

Section 5: This Ordinance shall be in full force and effect upon its passage and approval.

[Remainder of Page Intentionally Left Blank]

PASSED by the Supervisor and Board of Trustees of Wheeling Township, Cook County,
Illinois this 28th day of October, 2025 pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Trustee Geier	✓			
Trustee Grainawi	✓			
Trustee Mejdrich	✓			
Trustee Williams	✓			
Supervisor Zeller Brauer	✓			
TOTAL	5			

APPROVED at a Regular Meeting of the Board of Trustees of Wheeling Township, on
October 28, 2025.



MARIA ZELLER BRAUER, Supervisor

ATTEST:


JOANNA GAUZA, Township Clerk

EXHIBIT A

**WHEELING TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED
OFFICIALS AND EMPLOYEES OF WHEELING TOWNSHIP**

WHEELING TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED OFFICIALS AND EMPLOYEES OF WHEELING TOWNSHIP

A. Purpose

The Township will reimburse employees and elected officials of Wheeling Township for travel, meal, and lodging expenses incurred by such employees and officers and deemed “necessary expenditures” in connection with Official Business of Wheeling Township. Employees and elected officials are expected to exercise the same care in incurring expenses for Official Business as a reasonable, prudent person would in spending personal funds.

B. Definitions

“Necessary expenditures” means all reasonable expenditures or losses required of the employee in the discharge of employment duties or elected official duties and that inure to the primary benefit of the Township. Wheeling Township 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 Township’s negligence.

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, concerts, sporting events, or any other places of public or private entertainment or amusement.

“Lodging” means the rental or use of hotels/motels/resorts/home share (e.g., Airbnb) and other accommodations at which an employee or officer stays while on Official Business.

“Meals” means food, beverages, snacks, water, and other refreshments, but does not include alcohol or personal supplies, for which expenses are incurred by employees or officers while on Official Business.

“Official Business” means off-site or out-of-town meetings, pre-approved seminars, conferences, educational events, conventions, or other events directly related to the purposes of and benefit to the Township in carrying out Township programs, operations, services, or directly related to the employee’s or officer’s official duties, which the Township has directed or authorized an employee or officer to attend.

“Travel” means any transportation or related services for Official Business for which expenditures or charges are incurred by employees and officers of the Wheeling Township.

“Employee” means a person hired by the Township to perform duties necessary for the operation of township government.

“Officer” means a person elected or appointed to hold a public office, empowered by law to perform official duties and exercise authority on behalf of the Township.

C. Authorized Types of Official Business

Travel, meals, and lodging expenses shall be reimbursed for employees and officers of the Township only for purposes of Official Business. No payment or reimbursement may be made for Entertainment unless such Entertainment expense is ancillary to the purpose of the

program or event for which the Official Business travel was approved prior to the event.

D. Maximum Allowable Expenses

Maximum Expenses – Travel, meal, and lodging expenses incurred by any employee or officer for Official Business must not exceed \$1,000.00 unless otherwise approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid for or reimbursed.

Personal Automobiles – Travelers must check to see if a Township-owned vehicle is available before asking for approval to use their personal vehicles for Official Business. Use of a personal vehicle for Official Business must be approved prior to use. Mileage reimbursement will be based on mileage from the work location office to the off-site location of the Official Business, not from the employee's or officer's residence, unless said distance from the employee's or officer's residence is less than the mileage from the work location office to the off-site location. When attending a training event or other off-site Official Business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals – Travelers will be reimbursed for the cost of renting an automobile and for gasoline expenses only as provided in this section. Travelers using rental cars to conduct Official Business are required to purchase insurance through the rental agency or provide proof of personal insurance equivalent to the rental agency's insurance. Car rental insurance will cover the vehicle during personal use, *e.g.*, using the vehicle after the event has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together, and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Ride-Share – In the case of local trainings or where it is the most practical, economical, and efficient means of transportation for the Traveler to utilize rideshare services for Official Business, the Traveler shall provide an itemized receipt that includes the date and time of the trip, pick-up and drop-off location, and the fair amount along with applicable taxes, fees, or gratuities. The Township will not reimburse "premium" ride options (*e.g.*, Uber Black, UberXL, Lyft Black SUV or similar) unless the standard service was unavailable or required for safety or accessibility reasons.

Tolls – The Township will reimburse an employee for incidental tolls associated with approved travel for Official Business.

Public Transportation – In the case of local training or Official Business, where an employee or officer chooses to use public transportation, reimbursement for use of public transportation

will be made upon documentation of a paid receipt. When attending training or Official Business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single room at locations convenient to the Official Business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Township unless approved by a vote of the Board of Trustees.

Meals – Receipts must substantiate the cost of the meals. The established rate (*per diem*) is \$100.00 per day. If the destination city is an area of high cost, the Board of Trustees may approve reasonable expenditures in excess of the established rate. No payment or reimbursement may be made for personal supplies or alcoholic beverages. If some meals are included in the prepaid registration fees, the employee or officer of the Township may not be reimbursed for those meals.

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging, and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Reimbursement Form and paid by the traveler.

Accompanied Travel – When a traveler is accompanied by others not on Official Business, any lodging, transportation, meals, or other expenses above those incurred for the authorized traveler will not be reimbursed by the Township.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt that details the date and time. Employees/Officials are encouraged to use an app when looking for parking rates, such as SpotHero, ParkWhiz, ParkChirp, etc., to minimize the parking fee costs.

E. Approval of Expenses

The employee/official shall submit any necessary expenditure with appropriate supporting documentation within 30 calendar days after incurring the expense. Failure to provide the appropriate supporting documentation within 30 calendar days may result in no reimbursement or partial reimbursement.

Travel, meal, and lodging expenses already incurred by an employee or officer (other than a member of the Board of Trustees) for Official Business not exceeding the maximum \$1,000.00 may be approved by the Supervisor, Administrator, or his/her designee in conformity with this Policy, without the separate approval of the Board of Trustees, except as otherwise provided herein.

Travel, meal, and lodging expenses incurred by any employee or officer in excess of the maximum \$1,000.00 must be approved in an open meeting by a majority roll-call vote of the Board of Trustees.

Travel, meals, and lodging expenses in whatever amount incurred by any member of the Board of Trustees must be approved by roll-call vote at an open meeting of the Board of Trustees.

Travel, meal, and lodging expenses in advance of travel for Official Business or advanced as a *per diem* to any employee, officer, or any member of the Board of Trustees must be approved by roll-call vote at an open meeting of the Board of Trustees prior to payment. Documentation of expenses actually incurred must be provided in accordance with Sections C, D, and F of this policy, and any amount received by the advance approval or from the advanced *per diem* in excess of the actual expense incurred must be repaid by the employee, officer, or member of the Board of Trustees.

F. Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Trustees on a Travel, Meal, and Lodging Expense Reimbursement Form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred, or a receipt for the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the Official Business for which the travel, meal, or lodging expense was or will be expended.

Prior to incurring any expenses in the scope of employment, the employee should confer with the Township Supervisor, Township Administrator, or their designee to determine whether the expense is necessary and authorized, and if so, the proportion of the expense that is directly related to the services performed for the Township and which will be reimbursed to the employee in accordance with this policy.

Employees are not authorized to incur a work-related expense without first conferring with the Township Supervisor, Township Administrator, or their designee for a determination on whether the expense is necessary.

NOTICE: All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Wheeling Township hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Wheeling Township Travel, Meal, and Lodging Expense Reimbursement Form attached hereto and incorporated herein as "*Exhibit 1*"

**WHEELING TOWNSHIP TRAVEL EXPENSE POLICY FOR ELECTED
OFFICIALS AND EMPLOYEES OF WHEELING TOWNSHIP**

EXHIBIT 1:

Wheeling Township Travel, Meal, and Lodging Expense Reimbursement Form

WHEELING TOWNSHIP'S TRAVEL, MEAL, AND LODGING EXPENSE
REIMBURSEMENT FORM

NAME and Job: _____

MILEAGE

DATE	TO	FROM	# MILES	PURPOSE

TOTAL MILES: _____ **X \$0.70 \$** _____

MEALS

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL MEALS: \$ _____

TRANSPORTATION

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL TRANSPORTATION: \$ _____

LODGING

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL LODGING: \$ _____

OTHER

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$

TOTAL OTHER: \$ _____

TOTAL REIMBURSEMENT:

RECEIPTS MUST BE ATTACHED

All information is true and correct.

\$ _____

SIGNATURE: _____