



## Legislation Details

**File #:** 16-0411      **Version:** 1      **Name:** TO APPROVE AND ADOPT EMPLOYEE TRAVEL POLICY  
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**File created:** 10/12/2016      **In control:** Office of the General Superintendent  
**On agenda:** 10/25/2016      **Final action:** 10/25/2016  
**Title:** PROPOSED RESOLUTION

### TO APPROVE AND ADOPT EMPLOYEE TRAVEL POLICY

WHEREAS, the Forest Preserve District of Cook County (the "Forest Preserve") recognized the occasional need for employees to travel to various conferences, seminars, meetings, and other work related events;

WHEREAS, the Forest Preserve created the Employee Travel Policy to provide guidelines on the following: (1) the types of official business for which travel, meal, and lodging expenses are allowed; and (2) maximum allowable reimbursement for travel, meal, and lodging expenses;

WHEREAS, the Forest Preserve created a standardized form for submission of travel, meal, and lodging expenses supported by documentation;

WHEREAS, the Employee Travel Policy applies to all Forest Preserve employees;

WHEREAS, the Employee Travel Policy is in compliance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 et seq. (the "Act");

WHEREAS, under the Act, expenses for travel, meals, and lodging of any officer or employee that exceeds the maximum allowed under the Employee Travel Policy may only be approved by roll call vote at an open meeting of the Forest Preserve's Board of Commissioners;

WHEREAS, under the Act, expenses for travel, meals, and lodging of any member of the Forest Preserve's Board of Commissioners may only be approved by roll call vote at an open meeting of the Forest Preserve's Board of Commissioners;

WHEREAS, under the Act, the Forest Preserve may not reimburse any commissioner, employee, or officer for any entertainment expense.

NOW THEREFORE BE IT RESOLVED, by the President and the Board of Commissioners of the Forest Preserve District of Cook County that the Employee Travel Policy is hereby adopted by resolution effective immediately.

**Sponsors:** TONI PRECKWINKLE (President)

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/25/2016	1	FPD Board of Commissioners	approve	Pass