



Legislation Text

File #: 18-0202, **Version:** 1

PROPOSED RESOLUTION

TO APPROVE AND ADOPT AMENDED EMPLOYEE TRAVEL POLICY

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

WHEREAS, the Forest Preserves 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; and

WHEREAS, the Employee Travel Policy was approved by Forest Preserves Board of Commissioners on October 25, 2016; and

WHEREAS, the Forest Preserves now would like to amend such Employee Travel Policy to (1) establish pre-approval process for overnight travel; (2) to specify when travel to and from alternate work locations would be reimbursed; and (3) to otherwise clarify rules and bring consistency to the reimbursement process; and

WHEREAS, the Employee Travel Policy, as amended, continues to be in compliance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.* (the “Act”).

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, as amended, is hereby adopted by resolution effective immediately.

BE IT FURTHER RESOLVED, that the Forest Preserves is authorized to further modify such Amended Employee Travel Policy for the efficient operation of the Forest Preserves without further board approval as long as such modification does not increase the reimbursement rates referenced in the policy.