

Guidelines for County Board Events/Conference/Travel

Lodging - You are encouraged to find the lowest lodging rate available, when practical, including special seminar, conference or government rates. Charges for lodging are reimbursable to the extent of actual reasonable expenses for a standard single room and not to exceed 20% above the US GSA rates found at <http://www.gsa.gov>. Consideration should be given to location of hotel from conference center.

Transportation - Costs incurred for transport must be ordinary, necessary and the most economical (but reliable) means of travel. Transportation costs may include fares plus reasonable tips (not exceeding 20%), parking fees, and toll costs.

- **Air travel** must be reasonable and shall not exceed \$700, plus applicable taxes and fees.
 - Air transport should be made far enough in advance to secure low rates (target 6 weeks prior to travel).
 - Transport shall be in coach class or equivalent at lowest available fare.
 - Reimbursement for luggage checking fees is limited to one checked bag, with receipt (provided the airfare does not include the purchase of one checked bag).
 - Add-on fees for early board, seat selection option, additional extra luggage or insurance is not reimbursable.
- **Parking/Tolls of Personal Vehicle (in conjunction with air travel).**
 - On-airport parking is permitted for short trips (3 days or fewer).
 - Remote parking (Economy facilities) should be used for extended trips (greater than 3 days).
- **Personal Vehicles** used to drive to a destination (when flying would be more economical) will only be reimbursed mileage up to the cost of the flight (documentation of an on-line reasonable rate should be provided) plus a total of \$100 that the employee would have occurred for transfer to and from airport and hotel or home. The total mileage reimbursement will not be more than the cost of the airfare and \$100. The County will not pay for parking the vehicle in this instance (in accordance with the Employee Reimbursement Policy).
- **Professional Driving Services**
 - **Chauffeur service** can be used for travel arrangements provided the cost is reasonable (does not exceed 20%) of other reasonable and standard transportation services (Uber, Lyft, taxi).
 - **Uber/Lyft** are based upon supply/demand and services may be more expensive at peak times and/or holidays than a taxi and/or chauffeur service. A receipt is required for reimbursement.
 - **Taxi/Train/Bus/Shuttle Service.** A receipt is required for reimbursement.
- **Rental Cars** must be deemed necessary for Lake County Business while out of town travel and must be less than other, alternate means of travel.

Meals - Travel extending 4 or more consecutive hours are eligible for meal reimbursement.

- Members will be allocated a per diem at a maximum of \$15 for breakfast, \$15 for lunch, and \$30 for dinner.
- Meals paid for or provided by the conference or event will not be reimbursed even if the member chooses to eat elsewhere.
- Travel commencing before 6 am will be authorized for breakfast; travel commencing after 7 pm will be authorized for dinner.
- If travel reimbursement is needed prior to the event/conference, a reimbursement request form shall be submitted at least 7 working days in advance.

Type	Board Member	Staff
Conferences/Events	<ul style="list-style-type: none"> • Contact designated board assistant to register for conference/Events (in accordance with the County Board Rules of Order and Operational Procedure) 	<ul style="list-style-type: none"> • Register board member and pay any applicable fees with County issued credit card • Notify said board member with any confirmation details
Lodging	<ul style="list-style-type: none"> • Contact designated board assistant to reserve hotel room <ul style="list-style-type: none"> ○ Provide a detailed receipt of hotel to staff (after stay); OR ○ Arrange for personal payment of lodging and submit a completed reimbursement form with receipt to staff (please notify staff ahead of time if choosing this option) 	<ul style="list-style-type: none"> • Find most economical lodging available (in accordance with the Lake County Reimbursement Policy) • Contact hotel and work through payment arrangements on county issued p-card <ul style="list-style-type: none"> ○ Provide confirmation details to board member in advance of departure date; OR • Process reimbursement for lodging
Transport		
<ul style="list-style-type: none"> • Airline 	<ul style="list-style-type: none"> • Contact designated board assistant to make travel arrangements <ul style="list-style-type: none"> ○ Identify dates and general times (morning, afternoon, night) of preferred travel ○ Confirm flight choice with baggage preference prior to staff booking flight; OR • Arrange air transport personally and submit a completed reimbursement form with receipt to staff 	<ul style="list-style-type: none"> • Identify the lowest costs for potential flights/costs (for coach or equivalent class) and notify county board member <ul style="list-style-type: none"> ▪ Flight cost will include options for 1 carry-on bag and/or 1 checked bag. ○ Book flight travel after board member confirms preferred flight; ○ Flight purchase will include one check bag, when available. ○ Send confirmation details of flight information to board member; OR • Process reimbursement for air transport
<ul style="list-style-type: none"> • Ground Transportation (<i>Illinois, To/From Airport</i>) 	<ul style="list-style-type: none"> • Can choose to: <ul style="list-style-type: none"> ○ take a taxi/Uber/Lyft/shuttle and submit a completed reimbursement form to staff; OR ○ take own vehicle to airport and submit a completed reimbursement form to staff for: <ul style="list-style-type: none"> ▪ mileage to/from airport (at current approved IRS rate per mile) ▪ Parking at airport (permitted for short trips in accordance with the Lake County Reimbursement Policy) ▪ Parking at long term facility at airport (permitted for extended trips) ▪ Tolls; OR ○ contact designated board assistant to make ground transportation 	<ul style="list-style-type: none"> • Will: <ul style="list-style-type: none"> ○ process reimbursement for taxi/Uber/Lyft/shuttle; OR ○ process reimbursement for mileage, tolls, parking; OR ○ arrange for ground transportation through shuttle or chauffeur service to/from airport with County issued credit card

Type	Board Member	Staff
<ul style="list-style-type: none"> Ground Transportation (Out of County, From/To Airport) 	<ul style="list-style-type: none"> Can Choose to: <ul style="list-style-type: none"> take a taxi/Uber/Lyft/shuttle/train/bus and submit a completed reimbursement form to staff; OR contact designated board assistant to arrange for shuttle transportation, when possible <p><i>(Please Note.. Shuttle service to/from airport and/or conference center may be provided by the hotel for free or at a discounted rate.)</i></p>	<ul style="list-style-type: none"> Will: <ul style="list-style-type: none"> process reimbursement for ground transportation; OR Arrange for shuttle service (when possible) with County issued credit card
<ul style="list-style-type: none"> Ground Transportation (Out of County, during conference) 	<ul style="list-style-type: none"> Can take a taxi/Uber/Lyft/shuttle/train/bus and submit a completed reimbursement form to staff 	<ul style="list-style-type: none"> Will process reimbursement for ground transportation
Meals	<ul style="list-style-type: none"> Submit a completed per diem reimbursement form to staff 	<ul style="list-style-type: none"> Will process reimbursement for per diem based upon the Lake County Reimbursement Policy.

ANNUAL TRAVEL ALLOWANCE \$2500
(12/1 THROUGH 11/30)

- Any member attending a county-funded training/conference shall provide a report of relevant information obtained at the event and share it with the appropriate standing committee within a reasonable amount of time after returning.

ALLOWABLE EXPENDITURES FOR TRAINING/EVENTS

*Supporting justification for attendance is required prior to registration and travel arrangements.

- National Association of Counties (NACo)
- Illinois Municipal League
- Illinois Association of Counties (ISACo)
- Lake County Municipal League (LCML)
- Other training related to county business and approved by the County Board Chair

NON-REIMBURSABLE (NOT-ALLOWABLE) ITEMS:

- Alcoholic beverages
- Non-meal related tips
- Additional costs due to extending travel for personal reasons
- Early Check-In or Late Check-out fees
- Laundry/Dry Cleaning
- Wi-Fi for Personal Use
- Personal Phone Calls
- Movies/entertainment (shows, amusements, theater, circus, sporting event, or other public/private entertainment or amusement unless ancillary to the purpose of the program or event
- Parking/traffic fines or towing fees
- Valet service/parking
- Tobacco/personal products
- Transportation to procure meals for personal purposes
- Change of flight fees or upgrades
- Food costs for departmental staff meetings
- Travel insurance