

Committee of the Whole

February 12, 2019

Agenda Items- Distributed

VIII. Finance

A. New Business

4. County Executive

- b. Additional Information for County Board Member Travel Expense:
UCCI Membership Reimbursements**



UNITED COUNTIES COUNCIL OF ILLINOIS

MEMO TO: Kay Rhodes, Champaign County
FROM: Connie Golembeck, UCCI Secretary
DATE: February 7, 2019
SUBJECT: Membership Reimbursements

As a follow-up to our conversation of yesterday, and per your request, you will find a brief review/explanation of reimbursements UCCI makes to member counties.

- **MEETING ATTENDANCE STIPEND** ... \$400.00 for county representative(s) attendance at regularly scheduled UCCI Membership Meetings. Dues-paying member counties receive this \$400 stipend, no matter if there is one county representative present or ten. This stipend is to assist in travel/lodging expenses incurred in connection with county attendance/representation at membership meetings. This stipend is paid to counties on a quarterly basis.
- **HOTEL REIMBURSEMENT** ... \$75.00 toward lodging expenses of attendees at various UCCI events held throughout the year (Legislative Reception/Education Seminar; Fall Conference/Education Seminar). These events are usually two-day events ... function/event on first day and education seminar on second day. For each attendee, UCCI will reimburse the county \$75.00 toward lodging expenses of that attendee, provided they attend the education seminar. This reimbursement is paid to counties shortly after the scheduled event is held.

There are other events that a \$75.00 lodging reimbursement will be paid by UCCI ... seminars/events taking place that may require travel the night before for early starting time. It is handled the same way as outlined above.

- **ANNUAL CONFERENCE HOTEL REIMBURSEMENT** ... \$125.00 (per day) toward lodging expenses of attendees at UCCI Annual Conference held in July (Eagle Ridge Resort in Galena, Illinois). The annual conference is a two-day event, routinely held on the fourth Monday/Tuesday of July. Due to the distance that many attendees travel, there is a Sunday evening Meet & Greet Reception held for those coming in early, as conference events start Monday morning. For each attendee, UCCI will reimburse \$125.00 toward Sunday night lodging costs of that attendee, provided they attend the Monday morning membership meeting; and, UCCI will reimburse \$125.00 toward Monday night lodging costs of that attendee, provided they attend the Tuesday morning education seminar. The lodging reimbursement for the annual conference is provided to each attendee at the conclusion of Tuesday's education seminar in the form of a coupon that must be presented at the time of check-out. At the time of check-out, the total lodging reimbursement (\$125 or \$250) will be deducted directly from the attendee's individual bill by the conference center.