

**TRAVEL REGULATIONS**  
***CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND***  
***CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD***  
**CHAMPAIGN COUNTY, ILLINOIS**

**ARTICLE I. APPLICABILITY AND POLICY**

**APPLICABILITY:** These Travel Regulations apply to all employees and appointed board members of the Champaign County Mental Health Board (CCMHB) and the Champaign County Developmental Disabilities Board (CCDDB). These regulations do not apply to members of advisory boards or committees, or other persons who are not employed by the CCMHB or CCDDB, except as provided in Article X, A and B. Appropriations for travel must be in the appropriate budget prior to travel.

Established by referendum in 1972, through the Illinois Community Mental Health Act (405 ILCS 20/3e), the CCMHB has the authority “to employ, establish compensation for, and set policies for its personnel, including legal counsel, as may be necessary to carry out the purposes of this Act and prescribe the duties thereof.” The CCMHB and CCDDB have an Intergovernmental Agreement which defines the sharing of oversight and costs of administration of the funds under their control. The following provisions fulfill these obligations and align with the Champaign County, Illinois Travel Regulations.

**PURPOSE:** The purpose of the Regulations is to ensure that the Champaign County Mental Health Board (CCMHB) and Champaign County Developmental Disabilities Board (CCDDB)’s appointed officials and employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will ensure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Official’s or Employee’s compensation. Reimbursement from Champaign County Mental Health Board or Champaign County Developmental Disabilities Board funds for entertainment expenses is not allowed for any Officials or Employees.

**EFFECTIVE DATE:** These Regulations were approved and adopted by both boards on October 23, 2019.

**ARTICLE II. AUTHORITY TO TRAVEL**

- A. The Champaign County Mental Health Board and Champaign County Developmental Disabilities Board, through their budgets, shall be responsible for maintaining control of travel for officials and employees which will provide for the efficient and economical conduct of CCMHB and CCDDB business, both within and outside the County.

- B. Appropriation for trips planned during the budget year shall be obtained as part of the approved CCMHB and CCDDDB budgets. Additional appropriations may be added by budget amendment, subject to CCMHB/CCDDDB and Champaign County Board approval, or by budget transfer. Transfers within the same category are allowed.
- C. All travel shall be approved by a Board Officer or the Executive Director, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to Executive Director, or in the case of travel of the Executive Director, to the CCMHB and CCDDDB. Such summary reports are not a requirement for reimbursement of expenses.

### **ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES**

#### **A. Governing Regulations**

- 1. All travel shall be by the most direct route.
- 2. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.

#### **B. Use of Public Transportation**

- 1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III; A, 1 and 2.

#### **C. Use of Personal Vehicle**

- 1. When the use of a privately-owned vehicle is necessary or desirable in consideration of the CCMHB and CCDDDB travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision for determination of mileage for business expenses.
- 2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.
- 3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.

4. No mileage payments are allowed for employees to attend CCMHB or CCDDDB meetings which are held in the same building as staff offices. Members and Officers of the CCMHB or CCDDDB are allowed reimbursement for expenses related to fulfilling their duties as Board members, consistent with state Statute, “for payment for the ordinary and contingent expenses of the board.”

#### D. Fly Local Policy

1. When making air travel decisions, consideration will always be first given to flying in and out of Willard Airport (CMI).
2. In determination of the overall expense of air travel on behalf of the CCMHB and CCDDDB, the following will all be considered in making air travel decisions:
  - i. Costs of employee time spent in travel;
  - ii. Travel reimbursement to another airport;
  - iii. Parking fees;
  - iv. Time savings of getting through security at CMI versus other airports.

### **ARTICLE IV. ALLOWABLE EXPENSES**

#### A. Meal Expense

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. On a ‘travel day,’ the per diem rates are based on the destination rather than the location in which the meal was purchased. In January, the Auditor’s Office will provide staff with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.

Receipts for individual meals need not be submitted (unless charged to a county credit card), but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar, or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

2. Meals and tips will not be reimbursed if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.

3. Within Champaign County, meals and tips may be reimbursed for Officials and Employees attending meetings, conferences, and seminars, if the attendance at the meeting, conference, or seminar is required by the Board Officer(s) or Executive Director, and if the meeting, conference, or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV, Section A, Items 1 and 2.
4. Alcoholic beverages are excluded from reimbursement.
5. Any exceptions to the above shall be presented in a letter to the Board Officers and Executive Director for approval.

#### B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:
  - a. The person traveling will always seek, and use, when available, the “government economy” room rate offered by the hotel.
  - b. When the “government economy” rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

### **ARTICLE V. ALLOWABLE MISCELLANEOUS EXPENSES**

- A. The following are items that may be reimbursed by the CCMHB and CCDDDB under miscellaneous expenses, if authorized by the Executive Director:
  1. Taxicab fares or rideshare costs (where a hotel limousine is available, it is to be used).
  2. Limousine fares, i.e. hotel limousine.
  3. City transit (if used instead of taxicab or limousine).
  4. Parking fees.
  5. Bridge, road and tunnel tolls.
  6. Registration fees.
  7. Storage of baggage.
  8. Hire of room for official business (when appropriate).
  9. Car rentals (when appropriate).
  10. Tips for parking attendants and baggage handling.

11. Internet access, if required for work activities and not provided with cost of hotel or conference.

B. Any miscellaneous expense OVER \$20.00 shall be accompanied by a receipt.

## **ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS**

A. Any Exceptions

1. Any exception to the above regulations - whether it is an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred - shall be presented in a letter submitted to the Board Officers and Executive Director for approval.

## **ARTICLE VII. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD**

A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the CCMHB or CCDDDB may be approved by an Officer of the respective Board.

B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of either Board, the following minimum documentation must first be submitted, in writing, to the Board Officers and Executive Director:

- a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred, or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- b. The name of the individual who received or is requesting the travel, meal, or lodging expense; and
- c. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

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

## **ARTICLE VIII. PREPARATION OF A TRAVEL VOUCHER**

A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a CCMHB/CCDDDB voucher and shall be itemized in accordance with the regulations. If an employee or board member is unable to meet this deadline, earliest possible submission will ensure accurate and timely reimbursement.

B. Each year, there shall be an exception period to the sixty-day standard for submission of travel receipts with regard to travel occurring up to December 31<sup>st</sup>,

the last day of the fiscal year. All requests for reimbursement of travel expenses incurred up to December 31<sup>st</sup> of each year should be submitted to the Auditor's Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the completed voucher is not submitted in that time frame, the Auditor's Office will not pay the reimbursement.

- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$20.00.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay; otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

#### **ARTICLE IX. OTHER EXPENSE GUIDELINES**

- A. Items Billed Directly. No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the CCMHB/CCDDB. Travel expense items billed to a credit card should accompany an appropriately signed and completed voucher for reimbursement.
- B. Business Meals & Expenses. Business meals are not often appropriate to the nature of the Boards' business; approval should be obtained prior to the expense being incurred. If approved, the cost of the Board member's or employee's meal is subject to meal allowance limitations, but the cost of a guest's meal is not.

With prior approval, business breakfasts, lunches and dinners shall:

1. Be in accord with IRS per diem meal allowances as published annually, for county employees.
  2. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.
- C. All reimbursement is subject to budget limitations.
  - D. With prior approval, reimbursement is allowed for the purchase of refreshments or meals for meetings, conferences, and seminars hosted by the CCMHB or CCDDB. However, every effort should be made to complete such purchases in advance rather than through reimbursement to staff or Board members.

- D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Board Officers or designees for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

A Search Committee may invite employees, CCMHB/CCDDB members, and other public local officials to eat meals with or attend receptions for job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

#### **ARTICLE X. PROSPECT AND APPOINTEE TRAVEL**

- A. Upon the request of the CCMHB and CCDDB, a prospect for a position may be reimbursed for reasonable travel expenses incurred in coming to CCMHB and CCDDB offices or meeting rooms for interviews.
- B. Upon request of the CCMHB and CCDDB to travel to the County to conduct official business prior to employment, an individual appointed by the CCMHB/CCDDB or the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

#### **ARTICLE XI. CREDIT CARDS**

A credit card may be issued to the CCMHB/CCDDB Executive Director or designee for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means. Regulations on the use of credit cards issued by Champaign County government are defined in Champaign County Travel Regulations, where “department” includes the CCMHB/CCDDB, and “department head” includes the Executive Director of the CCMHB/CCDDB:

- A. *“ELIGIBILITY – Champaign County business credit cards may be issued to department heads, for allowable use by that department.*
- B. *“POLICY – Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.*
- C. *“PROCEDURES –*
  - 1. *Purchasing Limits – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with*

*the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.*

2. *Tax Exempt Status – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.*
3. *Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.*
4. *Examples of Allowable Use – Champaign County business credit cards may be used for, but not limited to the following:*
  - i. *Hotel expenses*
  - ii. *Conference Registration*
  - iii. *Business meals*
  - iv. *Car rentals and fuel*
  - v. *Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.”*

## **ARTICLE XII. ADVISORY BOARDS AND COMMITTEES**

- A. Board committees having a budget included as part of the CCMHB or CCDDDB operating expense may be entitled to include a travel item in their budgets, subject to revenue limitations. Members of such committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.
- B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to CCMHB or CCDDDB support are not covered by these regulations and shall not be reimbursed for travel expenses by the CCMHB or CCDDDB unless specifically authorized by the CCMHB or CCDDDB, by the recommendation of the respective Board Officer(s) and Executive Director.

## **ARTICLE XIII. FOR CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD MEMBERS ONLY**

- A. Members and Officers of the CCMHB and CCDDDB are allowed mileage payments to attend committee meetings, subcommittee meetings, and any other meetings they attend in fulfilling their duties.



**ARTICLE XIV. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES**

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:

**533.12 JOB-REQUIRED TRAVEL** – Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.

Reimbursement may be made for trips outside the County which are required by the individual’s job. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

**533.95 CONFERENCE & SCHOOLING** – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed: transportation, hotel, and meals. All such expenses should be charged to 533.95.

Some employees may be required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.

NOTE: Restrictions set forth in the Travel Regulations apply.

**ARTICLE XV. MISUSE OF CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD TRAVEL POLICY**

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

*Adopted October 23, 2019.*