

ROCK ISLAND TOWNSHIP TRAVEL POLICY

In an effort to ensure all Rock Island Township elected officials and staff are given the tools necessary to perform their job, the Township adopts the following travel policy:

- Township Supervisor will approve all travel in advance of the scheduled event.
- Township staff will notify their supervisor (Assessor or Township Supervisor) of any educational training or business meetings that pertain to their job.
- The Township Supervisor or staff will register all interested officials or staff for meetings, workshops, seminars, etc., as well as making hotel reservations, if needed.
- All hotel rooms and registration will be booked and paid for by using the Rock Island Township Supervisor's credit card. If the credit card cannot be used, the Township will send check(s) covering the required expenses and / or complete the required credit card authorization form.
- The cheapest mode of transportation will be used for all meetings and seminars. All attempts to coordinate travel and ride share should be made.
- Name of hotel, directions, phone and confirmation number will be provided to participants prior to the day of the meeting. (Address and map of location of meeting if different from hotel)
- Each participant will receive a check for per diem expenses and mileage (if driving) prior to the meeting, conference or workshop date. Mileage will be paid based on the current Internal Revenue Service rates (provided by TOI).
- Per diem expenses will be provided to the elected official or staff in advance of the training in the amount of \$45.00 per day
- Per Diem advances shall also be provided for estimated costs of tolls, parking, and other incidental expenses as documented on the Township's Travel Advance form.
- All receipts, including hotel, are to be provided to the Township upon the participant's return.
- The following are non-reimbursable expenses:
 - Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by Rock Island Township, unless said family member is an elected official
 - Travel insurance
 - First class tickets or upgrades
 - When lodging accommodations have been arranged by Rock Island Township and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Rock Island Township

- Limousine travel
- Movies, liquor, or bar costs
- Business conferences and entertainment which are not approved by a Township Supervisor of Rock Island Township
- Valet service
- Car washes
- Toiletry articles

Travel Policy Adopted on this 28th day of July, 2014.

Township Supervisor

Town Clerk

Trustee

Trustee

Trustee

Trustee