

**ORDINANCE NO. 25-06  
YORK CENTER PARK DISTRICT  
DUPAGE COUNTY, ILLINOIS**

**ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES  
IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE  
CONTROL ACT**

WHEREAS, the Local Government Travel Expense Control Act (50 ILCS 150/1 *et. seq.*) (the "Act"), requires the York Center Park District (the "Park District") to establish by ordinance regulations with respect to allowable travel, meal and lodging expenses.

NOW, THEREFORE, be it ordained by the York Center Park District Board of Park Commissioners (the "Board") as follows:

Section 1. Incorporation of Preamble Recitals. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Declaration of Policy. It shall be the Park District's policy to regulate, in the manner required by the Act, reimbursement of those expenses of all Park District employees, officers and Board Commissioners, which are subject to the provisions of the Act.

Section 3. Definitions. The following terms shall, as used in relation to effecting compliance with the Act, have the meanings set forth below:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by Park District employees, officers and Board Commissioners or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 4. Categories of Reimbursable Expenses; Maximum Allowable Reimbursements. The Park District shall only reimburse the following types of travel, meal and lodging expenses incurred by its employees, officers and Board Commissioners:

- (a) Travel, meal and lodging expenses incurred to attend Illinois and national parks and recreation conferences.
- (b) Travel, meal and lodging expenses incurred in attending all training, professional development and educational opportunities directly related to parks

and recreation or beneficial to the Park District.

(c) Travel, meal and lodging expenses incurred in conducting any business of the Park District or that furthers the Park District's mission.

Section 5. Maximum Allowable Reimbursements Rates by Category of Expense. Expenses incurred on official Park District business as described in Section 4 above are eligible for approval, up to the maximum allowable reimbursement rates shown by category of expense on **Exhibit A** attached to and made a part of this Ordinance, which may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Park District's Executive Director and approved by the Board.

Section 6. Documentation and Approval Required Prior to Reimbursement. No reimbursement of travel, meal or lodging expenses incurred by a Park District employee, officer, or Board Commissioner shall be authorized unless the "Travel, Meal, and Lodging Expense and Reimbursement Request Form", attached hereto as **Exhibit B**, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 7. Procedure for Reimbursement Exceeding Maximum Allowed and Board Commissioner Expenses. The following expenses for travel, meals, and lodging may be approved only by a roll call vote of the Board at an open meeting of the Board:

- (a) Reimbursable expenses of any Park District officer or employee that exceeds the maximum allowed under the regulations adopted under Section 5 of this Policy;
- (b) Reimbursable expenses of any Park District Board Commissioner; and
- (c) Reimbursable expenses exceeding the maximum allowed under Section 5 above which were incurred because of the emergency or other extraordinary circumstances.

Section 8. General Prohibition on Reimbursement of Entertainment Expenses. The Park District may not reimburse any Park District employee, officer or Board Commissioner for any expense related to entertainment as defined in Section 3 unless such expense is ancillary to the purpose of the program or event.

Section 9. Repeal. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 10. Effective Date. This Ordinance shall be in full force and effect on 7/15/25.

Passed and approved this 15 day of July, 2025, pursuant to a roll call vote as follows:

AYES: 5  
NAYS: 0  
ABSENT: 0

APPROVED



Robert Fritz, President  
Board of Park Commissioners  
York Center Park District  
DuPage County, Illinois

ATTEST



Linda Z. Polacek, Secretary  
Board of Park Commissioners  
York Center Park District  
DuPage County, Illinois

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF DUPAGE        )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park commissioners of the York Center Park District, DuPage County, Illinois, and as such I am the keeper of the records and files of the Board of Park commissioners of said Park District.

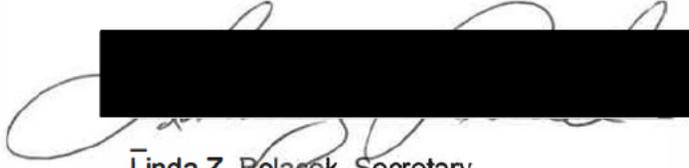
I further certify that the foregoing is a full, true and complete copy of an

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adopted at a duly called Regular Meeting of the Board of Park commissioners of the York Center Park District, held at Lombard, Illinois 5:00 p.m. on the 15th day of July, 2025.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Lombard, Illinois, this 15 day of July, 2025.



Linda Z. Polacek, Secretary  
Board of Park Commissioners  
York Center Park District  
DuPage County, Illinois

**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel-related expenses are as follows:

| <b>Maximum Reimbursable Rates for Transportation</b> |   |
|--|---|
| Air Travel   | Lowest reasonable rate (coach)  |
| Auto   | IRS standard mileage rate when expense was incurred and applicable tolls. For parking, the actual reasonable rate. First class and valet parking are not allowed. |
| Rental Car   | Lowest reasonable rate (midsize)  |
| Rail or Bus  | Lowest reasonable rate and cost shall not exceed airfare  |
| Taxi, Shuttle, Rideshare, or Public Transportation   | Actual reasonable rate  |

**Maximum Reimbursable Rates for Meals -- \$75 per day**

| <b>Maximum Reimbursable Rates for Lodging</b> |  |
|---|--|
| All locations                                 | \$225.00 / night or lowest available conference housing rate |