

July 26, 2017

RESCIND BOARD REPORT 09-1216-PO4 POLICY ON REIMBURSEMENT FOR WORK-RELATED EXPENSES AND ADOPT A NEW EMPLOYEE TRAVEL AND WORK-RELATED EXPENSE REIMBURSEMENT POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board of Education of the City of Chicago ("the Board") rescind Board Report 09-1216-PO4 and adopt a new Employee Travel and Work-Related Expense Reimbursement Policy.

PURPOSE:

The objectives of this policy are as follows: to establish requirements for employee travel expenditures in compliance with provisions of the Local Government Travel Expense Control Act (50 ILCS 150), and to establish conditions under which the Board allows reimbursements to employees for work-related expenditures.

POLICY TEXT:

This policy applies to all Chicago Public Schools ("CPS") employees and the members of the Board of Education as indicated below. If reimbursement will come from a grant fund, employees are to follow the specific grant policy.

I. Definitions

A. "Travel Expense" is defined as any expenditure directly incident to official travel by employees

and officers of the Board or of the Board involving reimbursement to travelers or direct payment by the Board of private agencies providing transportation or related services.

B. "Entertainment" is defined as any activity inclusive of, but 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.

9. Travel is permissible to attend conferences, meetings, seminars, or training sessions where:

- a. The topic is of critical interest to the Board;
- b. Representation at the conference is in the interest of the Board; or
- c. The topic is related to an employee's professional development or job duties.

B. Maximum Travel Expenses

Employees shall make every effort to ensure that travel expenses are the most economical.

III. Other Work-Related Expenses

A. Reimbursable Work-related Expenses

1. ~~Employees may be reimbursed for reasonable and necessary work-related expenses except~~

as provided in Section III.B.

2. The CEO or designee may from time to time freeze or restrict types or categories of reimbursable work-related expenses.

B. Non-reimbursable expenses

The following expenses shall not be reimbursed, regardless of whether they are work-related or related to travel for official business:

1. Gifts/Gift Cards/Flowers/Floral Arrangements/Plants/Decorations
2. Alcoholic Beverages/Tobacco Products/Controlled Substances
3. Entertainment Expenses
4. Personal Items
5. Sponsorships/Donations
6. Appliances (e.g., microwaves, refrigerators, coffee makers)

7. Kitchen Textiles (e.g., napkins, cups, utensils used in break rooms)
8. Office Décor Items

V. Travel and Work-related Expenses Reimbursement for Board Members

- A. This policy also applies to Board members and Board staff.
- B. Board members shall submit request for travel and work-related expenses to the Board for a roll call vote in an open meeting.


VI. **Effective Date**

This policy shall apply to travel and work-related expenses incurred on or after July 1, 2017.

LEGAL REFERENCE: 50 ILCS 150/1 et seq.; supersedes Board Report 09-1216-PO4.

Approved for Consideration:

Respectfully submitted:



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Senior Vice President of Finance



Forrest Claypool, Chief Executive Officer