
**THE VILLAGE OF SAUK VILLAGE
COOK COUNTY, ILLINOIS**

**ORDINANCE NO.
25-006**

**AN ORDINANCE AMENDING SECTION 5
COMPENSATION/EMPLOYEE TRAVEL AND REIMBURSEMENT IN
THE SAUK VILLAGE 2017 EMPLOYEE HANDBOOK, FOR THE
VILLAGE OF SAUK VILLAGE, COOK COUNTY, ILLINOIS**

**MARVA CAMPBELL-PRUITT, Mayor
DEBRA WILLIAMS, Clerk**

**ARETHA BURNS
RAVEN JOHNSON
TYESHA JONES
DIANE SAPP
MICHELLE STERLING
TONYIA WINSTON, Ph. D.**

Trustees

ORDINANCE NO. 25-006

**AN ORDINANCE AMENDING SECTION 5 COMPENSATION/EMPLOYEE TRAVEL
AND REIMBURSEMENT IN THE SAUK VILLAGE 2017 EMPLOYEE HANDBOOK,
FOR THE VILLAGE OF SAUK VILLAGE, COOK COUNTY, ILLINOIS**

WHEREAS, the Village of Sauk Village, Cook County, Illinois (the “Village”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the Illinois General Assembly has adopted the Local Government Travel Expense Control Act (“Act”), 50 ILCS 150/1 *et seq.*; and

WHEREAS, the Act mandates that all local public agencies “shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees” and maintain certain documentation reflecting such; and

WHEREAS, the Village recognizes the need to update its Employee Travel and Reimbursement Policy to align with Illinois’ updated travel per diem rates; and

WHEREAS, the Mayor and Board of Trustees (the “Corporate Authorities”) find it to be in the best interest of the Village to adopt a policy in accordance with these Acts; and

WHEREAS, the Village seeks to ensure equitable and consistent reimbursement practices for all staff travel, including travel related to the Illinois Municipal League (IML) and other professional engagements;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Sauk Village, Cook County, Illinois, as follows:

Section 1. That the above recitals are found to be true and correct and hereby incorporated herein and made a part of hereof, as if fully set forth in its entirety.

Section 2. The Board of Trustees of the Village of Sauk Village, Cook County, Illinois, hereby amends Section 5 of the Village Employee Handbook, Compensation/Employee Travel and Reimbursement.

Section 3. This ordinance applies to all Village staff/official travel, including but not limited to travel for IML events, conferences, training sessions, and other professional engagements.

Section 4. Village staff/officials traveling for approved purposes may request a travel advance in the amount of \$300 to \$500. The advance shall be deducted from the total reimbursement amount when the traveler submits their travel reimbursement request.

Section 5. Mileage reimbursement for car travel shall be calculated at the updated rate of \$0.70 per mile. The mileage shall be calculated from the Municipal Center or the traveler's residence, whichever is applicable, for travel outside Chicago or the surrounding area.

Section 6. When meals are included in the registration fee for a meeting, conference, or event, the cost of those meals shall not be eligible for reimbursement for the corresponding day. Travelers must submit the meeting or conference itinerary along with their expense documentation to ensure compliance with this provision.

Section 7. Travelers must submit a detailed reimbursement request, including: the meeting or conference itinerary; receipts for all eligible expenses; and documentation of mileage traveled, if applicable.

Section 8. All travel reimbursement shall adhere to Illinois' updated travel per diem rates as applicable.

Section 9. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid or unenforceable for any reason, the invalidity or unenforceability thereof shall not affect any of the other provisions of this Ordinance.

Section 10. All Village ordinances, policies, resolutions motions, orders, or parts thereof in conflict with or inconsistent with any provisions of this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

Section 11. This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

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ADOPTED by the President and Board of Trustees of the Village of Sauk Village, Cook County,
Illinois this 26th day of August, 2025, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Burns	X			
Johnson	X			
Jones	X			
Sapp	X			
Sterling	X			
Winston	X			
Campbell-Pruitt				
TOTAL	6			

APPROVED by the President and Board of Trustees of the Village of Sauk Village, Cook County,
Illinois on this 26TH day of August, 2025.


Marva Campbell-Pruitt
Mayor

ATTEST:


Debra L. Williams
Village Clerk



STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

I, DEBRA L. WILLIAMS, DO HEREBY CERTIFY that I am the duly qualified and elected Clerk of the Village of Sauk Village, Cook County, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Sauk Village, Cook County, Illinois.

I DO HEREBY FURTHER CERTIFY that the foregoing is a full, true and correct copy of Ordinance No.25-006, “AN **ORDINANCE AMENDING SECTION 5 COMPENSATION/EMPLOYEE TRAVEL AND REIMBURSEMENT IN THE SAUK VILLAGE 2017 EMPLOYEE HANDBOOK, FOR THE VILLAGE OF SAUK VILLAGE, COOK COUNTY, ILLINOIS,**” adopted and approved by the President and Board of Trustees of the Village of Sauk Village, Illinois on August 26, 2025.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Sauk Village, Cook County, Illinois this 26th day of August, 2025.


Debra L. Williams
Village Clerk
Village of Sauk Village
Cook County, Illinois

SEAL

