

Employee Reimbursement for Non-Travel Expenses

This policy governs the reimbursement of College employees for non-travel, meal or lodging expenses and is in accordance with the Illinois Wage Payment and Collection Act (820 ILCS 115/1 et seq.). Reimbursement for travel, meal and lodging expenses is addressed separately in Policies 10.34 through 10.34.05.

The College will only reimburse employees for reasonable and necessary expenses that are required in the performance of the employee's job duties for the College and that primarily benefit the College. Reimbursement is subject to an employee's compliance with this Policy and any related procedures.

The College will not reimburse employees for any expenses that primarily benefit the employee, personal expenses, expenses incurred by non-employees, or unreasonable expenses. The College is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was the result of the College's negligence.

Employees are expected to use the equipment, computers, phones, fax, offices or workspaces, supplies, software, and network and email access, and other resources provided or made accessible by the College at the employee's assigned worksite or approved campus location in the performance of their duties. Unless the College requires an employee in the performance of their job duties to have a cell phone, personal computer, home phone or home internet access, such expenses are not eligible for reimbursement. If such expenses are required, a reasonable stipend may be set by the College and paid to the employee to defray part of the expense. The College may require the employee to submit documentation to show that the expense is actually attributable to the employee's performance of their job duties and that it primarily benefits the College.

Additionally, for employees with job responsibilities requiring essential and significant use of mobile communication devices and related service, as determined by the College, these employees may request to participate in the College's mobile communications service plan.

To be eligible to receive reimbursement, employees must submit a completed Non-Travel Expense Reimbursement Form to the Accounting Department along with attached detailed receipts for actual incurred expenses within thirty (30) calendar days of incurring the expense. For foreseeable expenses (almost all expenses incurred on behalf of the College will be foreseeable), the employee must receive written preapproval to incur the expense from their direct supervisor or designee. Employees who comply with this policy will be reimbursed on the next reimbursement cycle after the reimbursement is processed.

Employees who misrepresent information to the College about expenses or who submit or sign any related forms that contain false statements or information may be subject to disciplinary action, up to and including termination, as well as possible criminal prosecution.

All expense reimbursement documents and information submitted to the College are subject to disclosure under the Freedom of Information Act, unless otherwise exempt from disclosure under that law.

In the event of a conflict between this Policy and a provision contained in a Collective Bargaining Agreement or individual contract, the CBA or individual contract shall control. For Lake Land College employees at correctional or youth centers, when there is a conflict, the Department of Corrections or Department of Juvenile Justice contract(s) shall prevail.

Adopted March 9, 2020