

POLICY

TRAVEL REIMBURSEMENT

1) Background

As a Department under the Will County Executive's Office, the Workforce Investment Board must adhere to Business/Travel Reimbursement Regulations adopted by the Will County Board.

2) Objectives

- A. To provide definitions for reimbursement of legitimate and necessary travel/business expenses in general conformance with Internal Revenue Service requirements.
- B. To provide written guidelines for all Will County officials and employees who incur, authorize, and/or approve travel/ business expenses.
- C. To provide procedures for the equitable and timely processing of travel/business expense reimbursements.
- D. To provide uniform instructions for the reporting and documentation of travel/business expenses.

3) Recommendations

All travel on behalf of the Workforce Investment Board of Will County either by staff, Board members, or others, shall follow the Will County Business/Travel Reimbursement Regulations adopted by the Will County Board. A current version of this policy can be found at:

[http://willweb/Portals/0/Auditor/Business%20Travel%20Policy%2001apr08%20\(2\).pdf](http://willweb/Portals/0/Auditor/Business%20Travel%20Policy%2001apr08%20(2).pdf)

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