

To: Board of Directors
From: Leanne P. Redden, Executive Director
Date: April 8, 2019
Re: **Travel Expense Reimbursement**



**Regional
Transportation
Authority**

175 W. Jackson Blvd,
Suite 1650
Chicago, IL 60604
312-913-3200
rtachicago.org

Effective January 1, 2017, the Illinois General Assembly adopted the Local Government Travel Expense Control Act (“the Act”; 50 ILCS 150/1 et seq.). Section 15 of the new legislation requires that ***all travel expenses*** of members of the RTA Board of Directors and expenses of any officer or employee *exceeding the maximum* allowed under the agency policy be approved only by “roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.”

The Board is being asked to approve travel expenditures as indicated below and on the attached forms:

<u>Name</u>	<u>Amount</u>
Board Expenses	\$774.63
Board Expenses	\$670.31

LPR/AM
Attachments.



1 Today's Date	2 Last Name	First Name	3 Address (If check to be mailed outside the RTA)	4 Division	5 Department	
4/5/19	Dillard	Kirk	Chairman	Board	Executive	
6 Overall business purpose (Provide when applicable to all Items; otherwise, complete Column 11 for each individual item)			7 Account Name	8 Account General Ledger (GL) Code	9 AA Code	10 Amount
RTA-related travel and other business expenses.			Travel Expense	000-190-52100	999	\$ 699.18
			Business Expense	000-190-52101	999	\$ 75.45
			TOTAL:		\$ 774.63	

11 Date	12 Item	13 Description of Expenditure(s)	14 Amount
12/2/18	Who/Purpose	Lunch meeting with Mark Donzler & G. Baise, Illinois Manufacturers' Association re: CAT-Metra diesel engine engineering and environmental factoring - VW settlement.	
	Mileage/Tolls/Parking	Mileage R-B-R: 8.3 @ 54.5¢/mi = \$4.53	\$ 4.53
	Meal	Ruth Lake Country Club	\$ 48.69
3/7-9/19	Who/Purpose	1. Meet with legislators, Governor's staff & legislative staff re: budget. 2. Meeting with Pres. Timothy Killeen and U of I staff re: state infrastructure budget. 3. Meeting with Robert Flider, VP U of I Government Affairs re: budget legislative strategy. 4. Meeting with college deans and speak to Gies College of Business students re: transportation & economic development.	
	Mileage/Tolls/Parking	Mileage R-C-D-R: 273.0 @ 58¢/mi = \$158.34 Tolls: 3 @ 75¢ = \$2.25 Parking: \$7.00 + \$7.00	\$ 174.59
	Lodging	Townplace Suites, Champaign, IL (2 nights)	\$ 309.62
	Meals	Per diem 3/7: B-L-D=\$70.00 3/8: B-L-D=\$70.00 3/9: B-L=\$35.00	\$ 175.00
3/13/19	Who/Purpose	1. Lunch meeting with DePaul University Killstadt Business School re: economic return on transit. 2. Meeting with Erias Abebe re: 42nd Ward future and improvements.	
	Meal	Union League	\$ 26.76
	Ground Transportation	Union Station to 1 E. Jackson (\$9.00)	\$ 9.00
3/15/19	Who/Purpose	1. Meeting with RTA Senior Staff re: preparation for Board meeting and Redden review. 2. Meeting with Metro County Board chairs re: Service Board issues - update.	
	Mileage/Tolls/Parking	Mileage R-O-E-R: 43.9 @ 58¢/mi = \$25.47 Tolls: 1 @ 75¢ = \$0.75 Parking: \$22.00	\$ 26.44

15 Comments: Points of Travel for mileage: (All mileage at 58¢/mile - 2019) R - 501 Wedgeood Ct., Hinsdale (residence) O - 111 S. Wacker Dr. or 211 W. Adams, Chicago (Office) A - RTA (318 S. Federal or 326 S. Wells) B - 6200 S. Madison, Burr Ridge C - 603 S. Sixth St., Champaign D - 515 E. Gregory, Champaign E - 1000 Drury Lane, Oak Brook Terrace	16 SUB-TOTAL	\$ 774.63
	17 PREVIOUS PAGE (S) TOTAL	\$ -
	18 CASH ADVANCE	\$ -
	19 PREPAID AIR FARE	\$ -
	20 PREPAID REGISTRATION FEE	\$ -
	21a RTA CREDIT CARD CHARGES	\$ -
	21b PERSONAL CHARGES ON RTA CREDIT CARD	\$ -
	22 TOTAL DEDUCTIONS	\$ -
	23 TOTAL DUE EMPLOYEE (RTA)	\$ 774.63

23 I certify that in accordance with RTA Travel Regulations the above amount is correct and just; that the detailed items charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay at hotels for the time specified; that the journey was performed with all practicable dispatch by the shortest route usually traveled in the customary reasonable manner; and that I have not been furnished by others with transportation or money in lieu thereof for the journey.

24 PERTAINS TO TRAVEL EXPENSES ONLY - This certifies that the travel shown above was required by the official duties of the traveler named to my personal knowledge, or as indicated by the records submitted to me.

Expenses Signatures/Authorizations					
Employee's Signature	Date	Supervisor (under \$100)	Date	Next Level Manager (\$100-\$500)	Date
Division Manager/Next Level Supervisor (over \$500)	Date	Department Manager (over \$500)	Date	DED Internal Audit (Board Members, Chairman & ED)	Date
Executive Director (Senior Staff only)	Date	Chairman (Board & ED only)	Date	Audit Chairman (Chairman travel - Board approved w/vote sheet)	Date



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6 Overall business purpose (Provide when applicable to all Items; otherwise, complete Column 11 for each individual item)			7 Account Name	8 Account General Ledger (GL) Code	9 AA Code	10 Amount
RTA-related travel and other business expenses.			Travel Expense	000-190-52100	999	\$ 670.31
			Business Expense	000-190-52101	999	
TOTAL:						\$ 670.31
11 Date	12 Item	13 Description of Expenditure(s)				14 Amount
3/18/19	Who/Purpose	1. Meeting with Congressman Michael Bost re: infrastructure legislation. 2. Meeting with William Hickey, Pres. Lapham Steel Corp. Re: railcar steel tariffs. 3. Meeting with Gopal Lalamani, Pres. Village of Oak Brook re: shuttlebug service.				
	Mileage/Tolls/Parking	Mileage R-O-F-R: 45.2 @ 58¢/mi = \$26.22 Tolls: 2 @ 75¢ = \$1.50 Parking: \$22.00				\$ 49.72
	Ground Transportation	175 W. Jackson to 300 N. LaSalle (\$7.75) 300 N. LaSalle to 100 S. Wacker (\$8.00)				\$ 15.75
3/19-20/19	Who/Purpose	1. Meeting with Joan Marmore, Omers Infrastructure re: public-private transportation partnerships. 2. Meeting with Will County Government League. 3. Meeting with multiple state legislators and affected infrastructure lobbyists.				
	Mileage/Tolls/Parking	Mileage R-G-H-I-R: 411.0 @ 58¢/mi = \$238.38 Tolls: 1 @ 75¢ = \$0.75 Parking: \$37.00				\$ 276.13
	Lodging	Northfield Inn, Springfield				\$ 123.16
	Meals	Per diem: 3/19: B-L-D=\$70.00 3/20: B-L=\$35.00				\$ 105.00
3/21/19	Who/Purpose	1. Attend RTA Board meeting. 2. Meeting with Michigan Avenue Magazine staff re: bus speed on Mag Mile. 3. Meeting with Small Business Association, Elliot Richardson re: transit impact on employees.				
	Ground Transportation	RTA to 900 N. Michigan (\$11.50) 70 W. Walton to Union Station (\$10.00)				\$ 21.50
4/2/19	Who/Purpose	Meeting with Arthur Brooks, Pres. American Enterprise Institute re: bi-partisan approach to mass transit funding.				
	Mileage/Tolls/Parking	Mileage R-A-R: 40.6 @ 58¢/mi = \$23.55 Tolls: 2 @ 75¢ = \$1.50 Parking: \$54.00				\$ 79.05
15 Comments:				16 SUB-TOTAL		\$ 670.31
Points of Travel for mileage: (All mileage at 58¢/mile - 2019)				17 PREVIOUS PAGE (S) TOTAL		\$ -
R - 501 Wedgeood Ct., Hinsdale (residence)				18 CASH ADVANCE		\$ -
O - 111 S. Wacker Dr. or 211 W. Adams, Chicago (Office)				19 PREPAID AIR FARE		\$ -
A - RTA (318 S. Federal or 326 S. Wells)				20 PREPAID REGISTRATION FEE		\$ -
F - 44 Baybrook Lane, Oak Brook				21a RTA CREDIT CARD CHARGES		\$ -
G - 323 E. Wacker Dr., Chicago				21b PERSONAL CHARGES ON RTA CREDIT CARD		\$ -
H - 3280 Northfield Dr., Springfield				22 TOTAL DEDUCTIONS		\$ -
I - 220 E. Adams St., Springfield				23 TOTAL DUE EMPLOYEE (RTA)		\$ 670.31
23 I certify that in accordance with RTA Travel Regulations the above amount is correct and just; that the detailed items charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay at hotels for the time specified; that the journey was performed with all practicable dispatch by the shortest route usually traveled in the customary reasonable manner; and that I have not been furnished by others with transportation or money in lieu thereof for the journey.				24 PERTAINS TO TRAVEL EXPENSES ONLY - This certifies that the travel shown above was required by the official duties of the traveler named to my personal knowledge, or as indicated by the records submitted to me.		
Expenses Signatures/Authorizations						
Employee's Signature	Date	Supervisor (under \$100)	Date	Next Level Manager (\$100-\$500)	Date	
Division Manager/Next Level Supervisor (over \$500)	Date	Department Manager (over \$500)	Date	DED Internal Audit (Board Members, Chairman & ED)	Date	
Executive Director (Senior Staff only)	Date	Chairman (Board & ED only)	Date	Audit Chairman (Chairman travel - Board approved w/vote sheet)	Date	