

Marengo Township Travel Guidelines

Marengo Township recognizes that overnight travel outside the area may be necessary from time to time in order to accomplish the needs of the Township. To that extent, Marengo Township will reimburse employees/elected officials for reasonable costs related to this travel.

The following guidelines will be adhered to when determining both the type and level of reimbursement:

- Township vehicles will be used for transportation when practical.
- Private vehicle use will be reimbursed per the standard approved annual mileage rate.
- Township individuals attending same venues will make every attempt to travel together when practical.
- Air, rail, or bus travel should be booked well enough in advance to take advantage of the least expensive standard coach accommodations.
- Hotel/motel accommodations will be reimbursed only for the days of a particular venue, and not to extend beyond reasonable return time from a given location at the conclusion of an event.
- Standard single hotel/motel room accommodation rates will be paid for/reimbursed by the Township. Any additional charges, i.e. for additional guests/relatives will be the responsibility of the individual.
- Outside entertainment and refreshment costs beyond that which is not already paid for and included in the sponsored event or program, will not be reimbursed. This includes, but is not limited to: alcoholic beverages, room service, hospitality rooms, in-room refreshment services, personal items, in-room movies, shows, theaters, tours, exhibitions, etc.
- Meals and tips will be paid for while on travel. They will include reasonable costs for an individual's breakfast, lunch, and dinner.
- Receipts verifying all travel expenditures must be submitted for reimbursement.
- Township issued credit cards will be used for any travel expenditures where practical.