



chicago park district

Administration Office
541 North Fairbanks
Chicago, Illinois 60611
t (312) 742-PLAY (7529)
(312) 747-2001 TTY
www.chicagoparkdistrict.com

Board of Commissioners
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August 31, 2011

Ms. Theresa Mintle
Chief of Staff
Office of the Mayor
121 North LaSalle Street
Chicago, Illinois 60602

Dear Theresa:


This letter is in reply to your letter of July 29, 2011 concerning the Chicago Park District Board of Commissioners' expense stipends. In response to your request that we examine the expenses incurred by our board, we have changed the method by which commissioners are reimbursed.

Prior to July, 2011 commissioners were given a stipend of \$300 per month to cover expenses incurred in the performance of their board duties. Since July, I have asked each commissioner to submit receipts for actual expenses and, consistent with the City's policy, to limit those expenses to mileage and parking.

The monthly cap per commissioner is \$250, but I expect expenses to drop considerably and, over the course of a year, to meet or exceed the target of a 50% reduction called for in your letter.

A copy of the recently adopted Park District commissioner expense reimbursement policy is enclosed. Please let me know if you have any questions about this matter.

Sincerely,


Bryan Traubert
President

**CHICAGO
PARK
DISTRICT**
**come out
and play**

CHICAGO PARK DISTRICT

Board of Commissioner Expense Reimbursement Policy & Procedures

Expense Reimbursement Policy

Effective July 1, 2011, Chicago Park District Commissioners will be required to submit receipts or mileage forms for the reimbursement of reasonable expenses incurred while performing official Park District duties. Expenses covered under this policy include the following: mileage reimbursement (at the IRS allowed rate - currently 55.5 cents per mile) and parking for regular or special meetings. Reimbursements to Commissioners are not to exceed \$250 per month. Commissioners' monthly reimbursement total will be posted on the Park District website.

Expense Reimbursement Procedures

- For mileage reimbursement: complete and sign the Chicago Park District Mileage Record form (attached).
- For non-mileage reimbursements: complete and sign the Voucher Authorization form (attached) with original receipts attached as supporting documentation. Each receipt should have a note describing the purpose of the expense.
- Any sales taxes included on the receipt will not be reimbursed by the District. Use the Park District's tax exempt letter to avoid paying sales tax for District related expenses.
- Both the Mileage Record and Voucher are to be submitted to the Board president for approval.
- Approved forms will be forwarded the Comptroller for processing.
- When a check is cut the Commissioner may elect to have the check mailed or held for pick up by Board of Commissioner staff.