



<b>Title:</b> <b>TECHNOLOGY REIMBURSEMENT POLICY</b>
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<b>Subject:</b> <b>FINANCIAL AFFAIRS</b>	<b>Page:</b> 1 of 3	<b>Policy Number:</b> 02.50.00
<b>Category:</b> <b>DISTRICTWIDE POLICY</b>	<b>Approval Date:</b> 08/06/2019	<b>Last Revised Date:</b> 05/08/2020

**POLICY STATEMENT:**

The Forest Preserve District of Cook County (the “District”) will reimburse employees’ necessary and authorized business-related expenses in compliance with the Illinois Wage Payment and Collection Act (“IWPCA”).

**PURPOSE:**

The purpose of the Technology Reimbursement Policy is to comply with the Illinois Wage Payment and Collection Act, which provides that an employer, subject to various conditions, reimburse employees for all authorized or required expenses incurred in the course of their employment. Expenses that fall under the IWPCA’s scope may include employees’ use of their personal cellphones, laptops, tablets, computers, and internet services for required job tasks.

**AFFECTED AREAS:**

This policy applies to all District employees. This policy will not supersede any collective bargaining agreements.

**DEFINITIONS:**

N/A

**PROCEDURE/PROCESS:**

- A. Non-Reimbursable Expenses:** The District will not reimburse employees for the following expenses:
  1. Expenses related to the employees’ personal use or personal benefit;
  2. Expenses for individuals not employed by the District; or
  3. Business-related expenses that have not been authorized or that the District could provide if requested, such as purchases of office supplies or tools.
  
- B. Reimbursable Expenses:** The District may reimburse employees up to \$20.00 a (*calendar*) month for authorized technology related activities, if such activity is on behalf of the District and not to the personal benefit of the employee. Authorized **(1)** phone calls, **(2)** phone text messages, and **(3)** phone/computer data usage related expenses, for District business purposes, on an employee’s personal technology device, may be reimbursed. **Note:** If personal supplies and tools are needed to conduct District business, then such items should be discussed and approved by a Department Head prior to the purchase and/or usage of such item, in compliance with standard purchasing protocols developed by the Finance Department. However, the District will not reimburse for unauthorized personal expenditures. Employees’ unauthorized usage of personal computers, laptops or tablets for District business are an employee convenience, not a District requirement. Accordingly, such usage will not be reimbursed. All travel and vehicle related expenses are to comply with the Districts “Employee Travel Policy.”
  
- C. Reimbursable Rate:** The District may reimburse employees up to \$0.25¢ per conversation/activity. The District may not authorize reimbursement for technology related expenses over \$20.00 a (*calendar*) month per employee.

**D. Requests for the Reimbursement:** All employees seeking reimbursement for authorized technology related expenses must submit the appropriate documentation and the “Personal Device Reimbursement Form” to the Finance Department within 60 days of the initial expense. Expenses submitted to the Finance Department after 60 days from the initial expense may not be reimbursed.

**E. WORK AT HOME POLICY (COVID-19 RESPONSE)**

1. This policy sets a maximum reimbursement of \$20 per calendar month. This reimbursement amount has not changed, as a result of the “Work At Home Policy”.
2. If District employees list more than \$20 on their reimbursement form for documentation purposes, the Finance & Administration Department will ensure that only the authorized \$20.00 maximum is submitted for payroll processing.

**RESPONSIBILITY:**

**Finance & Administration Department:** The Finance & Administration Department shall: **(1)** have overall responsibility for the management and enforcement of this policy, and **(2)** review all expenditures to ensure compliance with this policy and that expenditures are being properly processed and paid.

**Department Heads & Supervisors:** District Department Heads and other supervisors shall: **(1)** authorize or deny authorization of requested personal expenditures for employees within their departments before they are incurred; **(2)** review, validate, and if appropriate, approve Personal Device Reimbursement Forms in accordance with this policy; and **(3)** ensure that employees under their supervision have the necessary equipment and tools necessary to conduct District business.

**TRAINING REQUIREMENTS:**

N/A

**COMMUNICATION PLAN:**

1. This policy should be distributed to all District employees.
2. This policy should be added to the District shared drive, intranet, and website.

**REFERENCES:**

The [Illinois Wage Payment and Collection Act](#)  
 Forest Preserve District of Cook County: [Receipts of Money](#) (FPDCC Code Section 1-8-1-E)  
 Cook County Personnel Rules: Rule 8: Conduct and Discipline of Personnel  
 Forest Preserve District of Cook County: Employee Handbook; Rules of Conduct

**POLICY LEAD:** Stephen Hughes  
 Chief Financial Officer

**APPROVAL:** Arnold Randall  
 General Superintendent

**POLICY HISTORY:**

**Approved:** 08/06/2015  
**Revised:** 05/08/2020

**If you have questions, comments, or suggestions concerning District policies, please contact:**

**Forest Preserve District of Cook County**

Office of the General Superintendent

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