

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND
POLICY AND PROCEDURE

POLICY NUMBER: PP-2020-10
SUBJECT: MUNICIPAL REIMBURSEMENT POLICY
EFFECTIVE DATE: SEPTEMBER 11, 2020
AMENDED: NOVEMBER 10, 2022

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A. INTRODUCTION

1. Section 22B-115(d) of the Pension Code states that the “Fund shall timely reimburse the municipality for the reasonable costs incurred that are due to the police officer’s absence” in order to conduct official business for the Illinois Police Officers’ Pension Investment Fund (IPOPIF).

B. DEFINITIONS

1. Reasonable costs:
 - a. are the salary of the police officer for the hours necessary to conduct the official business of the IPOPIF and is limited to the time actually spent attending the meetings or events, and
 - b. are the salary for the time necessary for the travel associated with the police officer needing to travel to and/or from the location of the IPOPIF meeting or event.

- c. do not include the time that police officer spends in preparation for the meeting or event.
 - d. are only those costs incurred directly by a municipality.
- 2. Expenses and other costs incurred by the police officer that are associated with the official business of the IPOPIF are reimbursed separately, as defined in IPOPIF policy.
- 3. Official business of the IPOPIF that will be reimbursed to the municipality are limited to:
 - a. Regular and special meetings of the Board.
 - b. Regular and special meetings of the Committees.
- 4. The hourly rate used to reimburse the municipality is limited to the regular hourly wage of the police officer and will not include an overtime rate or other benefits.

C. PROCEDURE TO REQUEST REIMBURSEMENT

- 1. Participating Police Pension Fund Municipality:
 - a. The municipality employer of the IPOPIF Board of Trustee member shall complete the MUNICIPAL REIMBURSEMENT FORM to request the reimbursement.
 - b. The municipality employer shall include the following documentation in addition to the reimbursement form:
 - i. The agenda and minutes of the IPOPIF Board or Committee meeting indicating that the police officer was in attendance and the times of that attendance.
 - ii. The record of the travel time used by the police officer to conduct the official IPOPIF duties.
 - iii. A statement signed by a municipal representative that the hours for the meeting or the travel were within the regularly scheduled working hours of the police officer.
 - c. The Municipality Reimbursement Form shall be completed and signed by an authorized representative of the municipality and the participating police officer trustee prior to submitting it to the IPOPIF.

2. Participating Trustee:

- a. The participating trustee serving on the IPOPIF Board shall sign the reimbursement form.

3. IPOPIF:

- a. The Municipal Reimbursement Form and supporting documentation will be submitted by the Municipality to the IPOPIF.
- b. The Executive Director will review the form and documentation and approve the completed form. The reimbursement form will be processed for payment and presented to the Board of Trustees in accordance with the Accounts Payable Policy.

D. POLICY REVIEW:

1. This Policy is subject to change in the exercise of the Board's judgement.
2. The Board of Trustees will review this policy at least every two (2) years to ensure that it remains relevant and appropriate and consistent with state and federal laws and regulations.
3. In the event of legislative changes to the pertinent sections addressed in this Policy, the Board will review the Policy, as appropriate.
4. This Policy was adopted by the Board on September 11, 2020.
5. This Policy was reviewed and approved by the Board on November 10, 2022.

ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND MUNICIPALITY REIMBURSEMENT FORM

Participant Trustee Name: _____

Municipality Name: _____

Municipality Contact Name/Title: _____

Mailing Address: _____

City: _____ State: ILLINOIS Zip: _____

Municipality Contact Email: _____ Telephone: _____

Section 22B-115 (d) of the Pension Code states that the "Fund shall timely reimburse the municipality for the reasonable costs incurred that are due to the police officer's absence" in order to conduct official business for the IPOPIF.

Refer to IPOPIF Municipal Reimbursement Policy (PP-2020-10) for additional information

Please complete the following information about the Municipality incurred costs:

Date of IPOPIF Meeting	Purpose of IPOPIF Meeting (For example: Regular Board of Trustee Meeting; Committee Meeting; Official IPOPIF Business)	Total Relief Hours needed to replace the Participant Trustee	Hourly Rate	Total Cost of Relief Hours

Total Amount Requested to be Reimbursed to the Municipality: \$ _____

Please return this form and supporting documents to: invoices@ipopif.org for required approvals and for reimbursement.

Participant Trustee Signature: _____

Municipality Contact Signature: _____

IPOPIF Executive Director Approval: _____

Please direct any questions to Richard White, IPOPIF Executive Director at (309) 280-6464 or email: rwhite@ipopif.org