

**ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND**  
**POLICY AND PROCEDURE**

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**POLICY NUMBER:** PP-2020-10  
**SUBJECT:** MUNICIPAL REIMBURSEMENT POLICY  
**EFFECTIVE DATE:** SEPTEMBER 11, 2020  
**AMENDED:** N/A

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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**

2. 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.
- 3. 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.
- 4. 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.
- 5. 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**

- 6. 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.

7. Participating Trustee:

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

8. 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:**

9. This Policy is subject to change in the exercise of the Board's judgement.
10. 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.
11. In the event of legislative changes to the pertinent sections addressed in this Policy, the Board will review the Policy, as appropriate.
12. This Policy was adopted by the Board on September 11, 2020.