



OFFICE OF THE AUDITOR

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Press Release

Kankakee, Illinois - At Tuesday's Kankakee County Board meeting, the Board approved updates to the travel policy. Since being sworn in as Kankakee County Auditor, the Office has been working on streamlining reimbursement practices making it easier and more consistent on how travel reimbursements are handled internally.

"Making changes and enacting them is never easy." said Colton Ekhoﬀ Kankakee County Auditor. "Elected only six months ago, we have experienced issues with travel claims, while dealing with an outdated and vague policy that wasn't up with the times. The previous policy lacked a timeframe for turning claims in. We looked at other travel policies from the private and public sector and used those resources to give us guidance going forward. I would like to thank the County Board for their support in this updated policy."

A few key improvements:

- The policy covers what's expected when turning in travel claims.
- A QR code was added that takes the employee to the General Services Administration (GSA) for per diem rates.
- All travel claims shall be submitted within 30 days.
- Added more guidance on what documentation is required for each expense.

"This policy gives everyone information on what's expected, and it will make the reimbursement process easier and smoother for all going forward".

The Auditor's Office sent a memo asking each department to send the policy to employees and let everyone know what's expected.

For questions, please contact the Kankakee County Auditor's Office.

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