MEMORANDUM

TO: Carie Anne Ergo, Village Administrator

FROM: Kurtis Pozsgay, Community Development Director

DATE: February 17, 2026

SUBJECT: Authorize Budget for Attendance at the International Council of Shopping Centers 2026 Conference in the Total Amount of $6,582.40

RECOMMENDED MOTION: Move to waive second reading and approve Resolution 1693-26 authorizing the budget for Village Officials to Attend ICSC 2026 Conference.

INTRODUCTION

This memo requests authorization for travel expenses for up to three Village officials to attend the International Council of Shopping Centers (ICSC) annual conference in Las Vegas, from May 18-20, 2026.

DISCUSSION

The International Council of Shopping Centers (ICSC) conference is the largest retail and commercial real estate event in the country. It brings together retailers, developers, and industry professionals, offering the Village an opportunity to connect with businesses that may not otherwise consider the area. The Village has attended this event for several years, finding it valuable for building relationships with potential business partners and exploring growth opportunities.

For the 2026 conference, the Village plans to send two representatives: Community Development Chairperson Dino Gavanes and Community Development Director Kurtis Pozsgay. These representatives will meet with retailers and industry professionals on behalf of the Village. In accordance with the Village's Travel Policy (Resolution 920-17, Exhibit A), the budget for this trip is being submitted for Board approval. A detailed breakdown is provided below.

Total Travel Budget

Item	Per Person Total	Total Expense
Per Diem	$617.00	$1,234.00
Estimated Expenses	$2,674.20	$5,348.40
Total:	**$3,291.20**	**$6,582.40**

The proposed per diem budget follows the travel policy's requirement to use the federal meals and incidental expense per diem rate set by the General Services Administration (GSA) for the destination city (Exhibit B). Ground transportation is estimated based on flat rates published online by taxi services. It is recommended that each attendee receives a per diem for meals, ground transportation, and incidentals of $617.00 to use at their discretion. To streamline administration, receipts are not required for per diem expenses.

Per Diem Budget

Item	Per Person Total	Budget Code
Meals & Incidentals (4 days)	$427.00	01-05-69100
3 Day Transit Pass	$20.00	01-05-69100
Estimated Ground Transportation to ORD (Roundtrip)	$90.00	01-05-69100
Estimated Ground Transportation to LAS (Roundtrip)	$80.00	01-05-69100
Total:	**$617.00**	

It is proposed that conference registration, hotel stays, and airfare be processed as reimbursable expenses with receipts required.

Estimated Expense Budget

Item	Per Person Total	Budget Code
Hotel (3 nights at $391.40 per night)	$1,174.20	01-05-69100
Conference Registration	$1,100.00	01-05-67024
Estimated Round Trip Airfare (per person)	$400.00	01-05-69100
Total:	**$2,674.20**	

Conference registration costs are based on the standard registration pricing. Flight cost estimates are based on economy ticket prices, including bag fees from ORD to LAS. Full reimbursement will be provided for airfare, provided that economy seating is booked at least 4 weeks in advance. The maximum hotel reimbursement of $380 per night is based on the maximum nightly rate set in Resolution 920-17, after it is adjusted for 3% annual inflation.

FISCAL IMPACT

The proposed budget of $6,582.40 will be included in the upcoming Fiscal Year 2027 Budget under line items 01-05-69100 and 01-05-67024.

STAFF RECOMMENDATION

Staff recommends the item be forwarded to the First Reading of the Village Board meeting on February 17, 2026, for consideration and approval.

ATTACHMENTS

1. Exhibit A – Resolution 920-17
2. Exhibit B – GSA Per Diem for Las Vegas

AFTER ACTION STEPS

1. Village representatives must book flights, hotels, conferences
2. Forward copy of approved resolution to Finance
3. Finance to issue per diem stipend
4. Travel Reimbursement Form for each participant to be submitted to Finance

RESOLUTION NO. 920-17

A RESOLUTION REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES OF TRUSTEES AND EMPLOYEES OF VILLAGE OF ITASCA

WHEREAS, the Village, in accordance with the requirements of the "Local Government Travel Expense Control Act," 50 ILCS 150/1 *et seq.*, has devised a set of regulations for the reimbursement of travel, meal and lodging of Trustees and employees relating to such official business of the Village. Each Public Official and Employee is responsible for assuring that expenditures are prudent and necessary to effectively fulfill their duties to the Village of Itasca; and

WHEREAS, the Village of Itasca ("the Village) hereby recognizes that certain travel and business expenses are necessary and proper for the efficient conduct of public business. Such travel and business expenses are properly incurred for performing mandated, job-required duties (such as investigating usefulness of equipment or services to a particular government requirement) and/or are related to attendance at schooling, national, regional, state and local conferences, seminars, meetings and workshops, where such attendance is necessary for continuing education, training, and development relating to legislation, governance, and/or administration or is deemed worthwhile for reasons including but not limited to, networking, marketing and/or facilitating the duties of the office or business of Itasca.; and

WHEREAS, "Authorized Individual" shall mean a Public Official or Employee, whether elected, appointed or employed, who is authorized to incur travel and travel related or business expenses in the performance of his or her duties;

WHEREAS, attendance of authorized individuals at such opportunities is dependent upon the financial ability of the Village in keeping with each fiscal year's budget, which shall provide for the efficient and economical conduct of official business;

WHEREAS, the Village is authorized to enact resolutions and ordinances for the proper management and conduct of the business of the Board and Village by virtue of its powers as set forth in the "Itasca Village Code," 65 ILCS 5/1 *et. seq.*; and

WHEREAS, the Village finds that the continued development of its elected officials and employees is necessary for the proper management and conduct of the business of the Village; and

NOW, THEREFORE, BE IT RESOLVED BY the President and Board of Trustees of the Village of Itasca, DuPage County Illinois, as follows:

SECTION ONE: TYPES OF ALLOWABLE EXPENSES. The Village may reimburse travel, meals, and lodging expenses of its authorized individuals incurred on behalf of the Village of Itasca. "Travel" means any expenditure directly incident to official travel by

authorized individuals involving reimbursement to travelers and direct payment to private agencies providing transportation or related services. Travel, meal and lodging expenses will be reimbursed for authorized individuals of the Village only for purposes of official business conducted on behalf of the Village. These include but are not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. The reimbursement of travel, meal and lodging expenses shall be contingent upon the financial ability of the Village, and shall be in accordance with the budget for the fiscal year.

SECTION TWO: MAXIMUM ALLOWABLE EXPENSES. The maximum allowable reimbursement for travel, meal and lodging expenses shall be subject to the following regulations:

(a) Travel expenses relating to the use of personal vehicles shall not exceed the Internal Revenue Service Standard Mileage Rate for Business in effect at the time of travel;

(b) Travel expenses relating to airfare shall only cover standard round-trip airfare for "coach" or "economy".

(c) Whenever a vehicle is rented by an authorized individual, the optional collision, liability and medical insurance offered by the car rental company shall be purchased. The cost of the additional insurance for the scheduled days of the development event shall be included as a travel expense subject to reimbursement. The maximum allowable reimbursement for rental vehicle expenses shall be the standard rate for a full size vehicle, the actual cost incurred for gasoline, and the purchased insurance coverage. The traveler must refuel the vehicle before returning it to the rental company.

(d) Meals and incidental expenses shall not exceed the federal meals and incidental expense per diem rate as set by the GSA for the City, State or regional area of travel. In the event of a multiple-day event, total meal expenses shall not exceed $75.00 per day. This represents $15.00 for breakfast, $25.00 for lunch, and $35.00 for dinner. Reimbursement may be reduced due to meals provided by registration costs. Incidentals include, but are not limited to, tips (15%) and coat check. The Village under no circumstances will reimburse for alcohol. Any unspent per diem advances for meals and incidental expenses must be returned to the Village within 5 days of returning from travel.

(e) If lodging is in connection with a conference or organized activity, lodging expenses must not exceed the maximum group rate published by the conference or activity sponsor if such rate is available at the time of booking. The maximum allowable reimbursement for lodging expenses under this section shall be the amount equal to the conference rate or $300 per night for a standard room if no conference rate is available. In the event of a multiple-day event, total lodging expenses shall not exceed $300 per day.

The standard room rate is the least expensive rate in the hotel, usually offering one king-size bed, or as a double, or with two queen beds. The standard room has the basic amenities, usually a television, coffee maker, telephone, desk, closet, and private bathroom.

(f) Total travel expenses shall not exceed $3,000 per event.

(g) The foregoing expense limitations may be exceeded because of emergency or other extraordinary circumstances. In the event of an emergency necessitating travel or the incurrence of a business expense, the requirements of this Expense Policy shall be waived prior to travel or incurring the expense. However, within thirty (30) days of any emergency expenditure, the Expense Request Form shall be completed and filed with the appropriate office for reimbursement and to document the emergency. Report of any emergency expenditure shall be provided to the Corporate Authorities in an open meeting if the total travel expenses exceed the per event limit of $3,000.

SECTION THREE: DOCUMENTATION OF EXPENSES. Before an expense for travel, meals or lodging may be approved under Section 4 of this policy, the following minimum documentation must first be submitted, in writing, to the Village Administrator on a Travel Request Form:

1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt for the travel, meals, or lodging if expenses have already been incurred;
2) the name of the individual who received or is requesting the travel, meal, or lodging expense reimbursement;
3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense reimbursement; and
4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

In compliance with the Act, all documents and information submitted in regard to travel and/or business expenses in accordance with this policy are declared to be "public records" and subject to disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

SECTION FOUR: APPROVAL OF EXPENSES

(a) EXPENSES FOR ELECTED OFFICIALS. In accordance with Section 15 of the Local Government Travel Expense Control Act, expenses submitted for reimbursement for travel, meals and lodging under these regulations of any member of the governing board for the Village of Itasca may only be approved by roll call vote at an open meeting of the Village Board.

(b) EXCEEDING MAXIMUM. In accordance with Section 15 of the Local Government Travel Expense Control Act, expenses for travel, meals and lodging of any authorized

individual that exceeds the maximum allowed under these regulations may only be approved by roll call vote at an open meeting of the Board.

(c) OTHER EXPENSES. All other expenses that do not fall within paragraphs (a) or (b) are subject to the Village Administrator's approval.

SECTION FIVE: TRAVEL REQUEST FORM. The Village hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel Request Form attached hereto and incorporated herein as Attachment A.

SECTION SIX: REIMBURSEMENT OF INCIDENTAL EXPENSES. An Authorized Individual may be reimbursed for incidental travel expenses incurred during the course of travel. Such incidental travel expenses include, but are not limited to, the following:

1. Registration fees, convention, conference, seminars and/or training fees.
2. Taxi/Rideshare, and airport or hotel limousine fares.
3. Car rentals.
4. Storage or baggage fees.
5. Tolls.
6. Parking fees.
7. Telephone, email, WI-FI access, printing, copies shipping, and facsimile charges relating to official business.
8. Tips for parking attendants and baggage handling.
9. Public Transportation.

Any miscellaneous expense over $10.00 for which reimbursement is being sought shall be accompanied by receipt.

SECTION SEVEN: The following expenses are examples of non-reimbursable expenses. This list is not intended to be all inclusive.

- Alcoholic Beverages;
- Non-meal related tips (tips on alcoholic beverages, meals for unapproved individuals, etc.);
- Any additional costs due to extending travel for personal reasons;
- Early check in or late check out fees;
- Cleaning, pressing, and laundry. The foregoing expense limitations may be exceeded because of emergency or other extraordinary circumstances;
- Personal entertainment including movies, videos or pay per view services in a hotel room;
- Airline and other trip insurance (excluding car rental insurance);
- Beautification, barber, manicurist and shoe shines;
- Fitness or other club membership;
- Personal telephone calls except to report changes in schedule, or to talk with family members once per day. The foregoing expense limitations may be

exceeded because of emergency or other extraordinary circumstances;

- Repairs on personal automobiles damages not covered by insurance while on company business;
- Parking fines, towing expenses, traffic violations and/or court costs;
- Tobacco and personal products;
- Change of flight fees or upgrades. The foregoing expense limitations may be exceeded because of emergency or other extraordinary circumstances;
- Food costs for departmental staff meetings;
- Valet service/parking;
- Membership fees in airline clubs;
- Entertainment Expenses - In accordance with Section 25 of the Local Government Travel Expense Control Act, entertainment expenses shall not be reimbursed to any official or employee. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event:

SECTION EIGHT: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION NINE: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION TEN: EFFECTIVE DATE. This Resolution shall be in effect immediately following its passage and approval.

AYES: Trustees Santorsola, Latoria, Madaras, Aiani, Leahy, Hower

NAYES: None

ABSENT: None

ABSTAIN: None

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 3rd day of January, 2017.

APPROVED:

[redacted]

Village President Jeffery J. Pruyn

ATTEST:

[redacted]

Village Clerk Melody J. Craven

VILLAGE OF ITASCA
CORPORATE SEAL
DUPAGE CO. ILL.

GSA Per Diem for Las Vegas

Daily Lodging Rates

Primary		2025			2026								
destination	County	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Las Vegas	Clark	$126	$126	$126	$159	$159	$159	$126	$126	$126	$126	$126	$126

MIE Rates and Breakdown

Primary						Incidental	First and last
destination	County	M&IE total	Breakfast	Lunch	Dinner	expenses	day of travel
Las Vegas	Clark	$86	$22	$23	$36	$5	$64.50

RESOLUTION NO. 1693-26

A RESOLUTION AUTHORIZING TRAVEL EXPENSES FOR ATTENDANCE AT THE INTERNATIONAL COUNCIL OF SHOPPING CENTERS

WHEREAS, the Village of Itasca recognizes the value of attending the International Council of Shopping Centers (ICSC) annual conference to facilitate business relationships and explore growth opportunities; and

WHEREAS, the Chair of the Community Development Committee and the Community Development Director wish to attend the ICSC Las Vegas 2026 Conference from May 18-20, 2026; and

WHEREAS, the estimated travel expenses for two individuals to attend the ICSC Trade Show may exceed the amounts authorized for travel by Resolution No. 920-17; and

WHEREAS, the total budget for travel expenses, as detailed in the Budget Estimate attached hereto as Exhibit A, is $6,582.40, which includes per diem expenses for meals, ground transportation, and incidentals, as well as reimbursable expenses for hotel accommodations, conference registration, and airfare.

NOW, THEREFORE, BE IT RESOLVED by the Village President and the Board of Trustees of the Village of Itasca, DuPage County, Illinois, as follows:

SECTION ONE: The corporate authorities of the Village of Itasca hereby authorize travel expenses not to exceed $6,582.40 for the Chair of the Community Development Committee and the Community Development Director to attend the ICSC 2026 Conference, as detailed in the Budget Estimate attached hereto as Exhibit A and incorporated herein.

SECTION TWO: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

SECTION THREE: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FOUR: EFFECTIVE DATE. This Resolution shall be in effect immediately from and after its passage and approval.

	Trustee Aiani	Trustee Christensen	Trustee Daly	Trustee Gavanes	Trustee Leahy	Trustee Powers	Mayor Pruyn
Aye	☐	☐	☐	☐	☐	☐	☐
Nay	☐	☐	☐	☐	☐	☐	☐
Absent	☐	☐	☐	☐	☐	☐	☐
Abstain	☐	☐	☐	☐	☐	☐	☐

APPROVED and ADOPTED by the Village President and Board of Trustees of the Village of Itasca this 17th day of February, 2026.

APPROVED:

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Village President Jeffery J. Pruyn

ATTEST:

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Village Clerk Jodi Conidi