



TRAVEL GUIDE

Prepared by:

**The Legislative
Travel Control Board**



For employees of the General Assembly,
Legislative Boards and Commissions,
the Office of the Auditor General,
and all Legislative Agencies.

Updated August 24, 2009

LEGISLATIVE TRAVEL CONTROL BOARD

Reimbursement Schedule

The following rates are effective for employees of the General Assembly, Legislative Boards and Commissions, the Office of the Auditor General, and all Legislative Agencies.

<u>Type of Reimbursement</u>	<u>Rate</u>
Mileage	(See 3000.300(f)(2) & (g)(2))
Auto (effective July 1, 2009)	\$0.55/mile
Plane	\$0.40/mile

Per Diem / Meals

Within the State of Illinois:

Breakfast	\$ 5.50
Lunch	\$ 5.50
Dinner	\$ 17.00
Per Diem — Quarter	\$ 7.00
Per Diem — Day	\$ 28.00

Outside the State of Illinois:

Breakfast	\$ 6.50
Lunch	\$ 6.50
Dinner	\$ 19.00
Per Diem — Quarter	\$ 8.00
Per Diem — Day	\$ 32.00

Lodging

Chicago Metro:

County of Cook* (See 3000.400(b))	\$ 149.00*
Counties of DuPage, Kane, Lake, McHenry, and Will	\$ 80.00

Downstate Illinois:

Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island St. Clair, Sangamon, Tazewell, and Winnebago ...	\$ 70.00
All other counties	\$ 60.00

District of Columbia (See 3000.400(b)) **See chart on page 1**

(includes the cities of Alexandria, Falls Church, and Fairfax; the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland)

New York City	\$110.00
All other Out of State	\$ 90.00
Out-of-Country	Actual Reasonable

** The maximum reimbursement rate in Cook County is equal to the rate established by the federal government. However, most hotels in Cook County have agreed to offer state employees rates of \$149.00 or less for Fiscal Year 2010. If the \$149.00 rate is not available after contacting **at least three** hotels, the Legislative Travel Control Board will accept the federal government rate plus tax without an exception being filed. See chart on page 1 for federal rates in Cook County.*

LEGISLATIVE TRAVEL CONTROL BOARD

Seasonal Reimbursement Schedule for Cook County and the District of Columbia

July 1, 2009 - Sept. 30, 2010

Type of Reimbursement

Maximum Allowable Rate

Lodging

Chicago Metro:

County of Cook* (See 3000.400(b))

July 1, 2009 - Aug. 31, 2009	\$177.00
Sept. 1, 2009 - Sept. 30, 2009	\$218.00
Oct. 1, 2009 - Nov. 30, 2009	\$205.00
Dec. 1, 2009 - April 30, 2010	\$158.00
May 1, 2010 - June 30, 2010	\$211.00
July 1, 2010 - Aug. 31, 2010	\$176.00
Sept. 1, 2010 - Sept. 30, 2010	\$205.00

District of Columbia (See 3000.400(b))

(includes the cities of Alexandria, Falls Church, and Fairfax; the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland)

July 1, 2009 - Aug. 31, 2009	\$165.00
Sept. 1, 2009 - Sept. 30, 2009	\$233.00
Oct. 1, 2009 - Oct. 31, 2009	\$229.00
Nov. 1, 2009 - Feb. 28, 2010	\$207.00
March 1, 2010 - June 30, 2010	\$226.00
July 1, 2010 - Aug. 31, 2010	\$170.00
Sept. 1, 2010 - Sept. 30, 2010	\$229.00

* The maximum reimbursement rate in Cook County is equal to the rate established by the federal government. However, most hotels in Cook County have agreed to offer state employees rates of \$149.00 or less for Fiscal Year 2010. If the \$149.00 rate is not available after contacting **at least three** hotels, the Legislative Travel Control Board will accept the federal government rate plus tax without an exception being filed.

Dear Legislative Employees:

This booklet contains the rules of the Travel Regulation Council and the policies of the Legislative Travel Control Board. These rules and policies are to be followed by employees of the General Assembly, Legislative Boards and Commissions, the Office of the Auditor General and all Legislative Agencies.

Additionally, the Governor's Travel Control Board has published a directory of reduced fares and rates available to all State employees traveling on official business. That listing should be consulted by all legislative employees when arranging lodging and transportation, and can be located at the following Internet address:

www.state.il.us/cms/2_servicese_oth/trvlguid.htm

The rules and policies in this guide are subject to change. A current version of this handbook, as adopted from time to time by the Legislative Travel Control Board, will be maintained at the following Internet address:

www.state.il.us/auditor/Legislative_Travel_Guide.htm

If you have any questions, you should check with your Agency's Travel Coordinator, or with Carol Clarke of the Office of the Auditor General at (217) 558-6172.

Yours truly,



WILLIAM G. HOLLAND

Auditor General

Chairman, Legislative Travel
Control Board

STATE OF ILLINOIS
LEGISLATIVE TRAVEL
CONTROL BOARD
TRAVEL GUIDE

Updated August 24, 2009



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Legislative Travel Control Board
Members *inside back cover*

TRAVEL REGULATION COUNCIL

The following rules have been promulgated by the Illinois Travel Regulation Council. The Council has the authority to oversee travel by all employees of the State of Illinois. These rules are to be followed by all State employees.

**TITLE 80: PUBLIC OFFICIALS
AND EMPLOYEES
SUBTITLE 1: GENERAL TRAVEL
CONTROL**

**PART 3000
THE TRAVEL REGULATION COUNCIL**

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APPENDIX A **Reimbursement Schedule**
(Please refer to Page 23)

AUTHORITY: Implementing and authorized by Sections 12-1, 12-2 and 12-3 of the State Finance Act [30 ILCS 105/12-1, 12-2, and 12-3].

SOURCE: Emergency rules adopted at 10 Ill. Reg. 12697, effective July 2, 1986, for a maximum of 150 days; adopted at 10 Ill. Reg. 18188, effective January 1, 1987; peremptory amendment at 11 Ill. Reg. 14854, effective August 25, 1987;

amended at 12 Ill. Reg. 11626, effective July 1, 1988; amended at 14 Ill. Reg. 10014, effective July 1, 1990; amended at 19 Ill. Reg. 7852, effective July 1, 1995; amended at 20 Ill. Reg. 7372, effective May 13, 1996; amended at 20 Ill. Reg. 9025, effective July 1, 1996; amended at 21 Ill. Reg. 8899, effective July 1, 1997; amended at 22 Ill. Reg. 11713, effective July 1, 1998; emergency amendment at 23 Ill. Reg. 11332, effective August 27, 1999, for a maximum of 150 days; amended at 24 Ill. Reg. 245, effective December 27, 1999; emergency amendment at 24 Ill. Reg. 861, effective January 1, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 1908, effective January 2, 2000; amended at 24 Ill. Reg. 7737, effective May 9, 2000; amended at 26 Ill. Reg. 14985, effective October 8, 2002; emergency amendment at 27 Ill. Reg. 557, effective January 1, 2003, for a maximum of 150 days; amended at 27 Ill. Reg. 8551, effective May 12, 2003; amended at 27 Ill. Reg. 9990, effective July 1, 2003.

TRAVEL REGULATION COUNCIL RULES TEXT OF ADOPTED RULES

SUBPART A: GENERAL

Section 3000.100 Authority

This Part is promulgated under the authority vested in the Travel Regulation Council by the State Finance Act [30 ILCS 105/12-1].

(Source: Amended at 20 Ill. Reg. 7372, effective May 13, 1996)

Section 3000.110 Philosophy

The Travel Regulation Council believes first and foremost that State employees are honest individuals and that claims for reimbursement are made in all good faith. The Council is therefore obliged to deal fairly with agencies and individuals in carrying out its responsibilities.

Travel Regulation Council Rules

Section 3000.120

Policy

It is the policy of the State to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. The Travel Regulation Council will at least biennially review and revise rates to reflect, as accurately as possible, the actual amounts necessary to reimburse employees. Rates of reimbursement are shown in Appendix A, Reimbursement Schedule.

Section 3000.130

Scope and Interpretation

- a) This Part shall apply to the following:
 - 1) All full and part-time employees of the State regardless of funding source;
 - 2) Public members, whether salaried or unsalaried of State Boards, Commissions, and Authorities, advisory or otherwise;
 - 3) Wards and charges of the State.

- b) The following are specifically exempt from this Part:
 - 1) Elected constitutional officers and members of constitutional State Boards
 - 2) Members of the General Assembly
 - 3) Judges
 - 4) The Auditor General
 - 5) Independent Contractors

- c) Questions regarding interpretation and application of this Part shall first be addressed to an individual's employing agency. The employing agency may refer the question to the Travel Control Board holding jurisdiction over the Agency. The Travel Regulation Council shall have final interpretation of this Part. The decision of the Council as to the proper interpretation of any such rule shall be final and binding. All covered agencies and employees shall comply with the Council's decision in the absence of a written opinion from the Attorney General or a decision of a court of competent jurisdiction.

Section 3000.140

Definitions

Agency: Any department, board, commission, committee, authority, or institution as defined in the Illinois State Auditing Act [30 ILCS 5/1-7].

Agency Head: The chief executive officer of an agency or a designated representative. Representatives must be authorized by the Agency Head and must be on file with the Office of the Comptroller. Filing of the Signature Authorization Card (SCO-95) shall constitute authorization.

Commuting Expense: The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate defined in Appendix A, Reimbursement Schedule.

Commuting Mileage: The actual round trip mileage between residence and headquarters.

Headquarters: The post of duty or station at which official duties require the employee to spend the largest part of working time. Headquarters shall ordinarily be the corporate city limits in which the employee is stationed or may be a designated geographical area. Headquarters shall be designated by the Agency Head in accordance with policies established by the appropriate Travel Control Board.

Travel Control Board: Those Boards created by the State Finance Act [30 ILCS 105/12-1].

Travel Regulation Council: The Travel Regulation Council (TRC or the Council) shall consist of the Chairmen or designee of each of the statutorily created Travel Control Boards.

Travel Status: An employee shall be considered “on travel status” while away from headquarters on authorized State business. Travel status shall begin when an employee leaves headquarters or, if reporting directly to destination, from

residence or other location. Travel status shall conclude when an employee returns to headquarters or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.

(Source: Amended at Ill. Reg. 8899, effective July 1, 1997)

SUBPART B: TRAVEL CONTROL SYSTEM

Section 3000.200 Travel Control System

Each Travel Control Board shall prescribe a travel control system for the agencies and employees under its jurisdiction.

Section 3000.210 Designation of Headquarters

- a) Section 12-3 of the State Finance Act, [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.
- b) Agencies with no officers or employees in this status will file negative reports.
- c) The Travel Control Boards shall prescribe procedures for headquarters designation for Agency Heads under their respective jurisdictions.

(Source: Amended at 20 Ill. Reg. 7372, effective May 13, 1996)

Section 3000.220

Expenses at Headquarters or Residence

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Meals, lodging and per diem are not reimbursable at headquarters or at residence. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

- b) “Travel through headquarters” is defined as: Any travel to or through the corporate city limits of the employee’s designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

- c) Examples of reimbursable mileage expenses are as follows:
 - 1) Residence/Lincoln--Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.

 - 2) Residence/Lincoln--Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

 - 3) Residence/Carbondale--Headquarters/Marion. Employee drives from residence to head-

quarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.

- 4) Residence/Evanston--Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.
 - 5) Residence/Chicago--Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.
- d) Agencies are responsible for monitoring claims under this Section.

(Source: Amended at 22 Ill. Reg. 11713, effective July 01, 1998)

Section 3000.230 Preparation and Submission of Vouchers or Travel Expenses

The Travel Control Boards shall prescribe procedures for the preparation and submission of vouchers for travel expenses for agencies under their respective jurisdictions to comply with the Comptroller's Uniform Statewide Accounting System and shall include the certification required by Section 12 of the State Finance Act [30 ILCS 105/12].

(Source: Amended at 20 Ill. Reg. 7372, Effective May 13, 1996)

SUBPART C: TRANSPORTATION

Section 3000.300

Modes of Transportation

- a) All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
- b) State vehicles may be used when most economical. When applicable, Vehicle Rules (44 Ill. Adm. Code 5040) issued by the Department of Central Management Services shall govern use of State-owned vehicles. Agency rules further defining use of vehicles may also apply. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
- c) Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
- d) Chartered aircraft, boats, trains, buses, or other such conveyance shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of such transportation must accompany the voucher.
- e) The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
- f) Privately owned vehicles may be used when authorized by appropriate agency personnel.
 - 1) Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by

Travel Regulation Council Rules

Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

- 2) Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2) and is shown in Appendix A, Reimbursement Schedule. In the event the rate set under federal regulations increases during the course of the State's fiscal year, the effective date of the new rate shall be the July 1 immediately following the change in the federal rate. In the event the rate set under federal regulations decreases during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.

- g) Agency Heads may authorize the use of privately owned aircraft on State business.
 - 1) Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall also be noted on the travel voucher.
 - 2) Reimbursement for the use of privately owned aircraft may be set by the individual Boards, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised (September 8, 1998, Federal Register, Vol. 63, #173, Government Printing Office). No later

amendments or editions shall act to vary this rate.

(Source: Amended at 27 Ill. Reg. 8851, effective May 12, 2003)

Section 3000.310 Routing

All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.

SUBPART D: LODGING

Section 3000.400 Lodging Allowances

- a) The lodging allowances specified in Appendix A, Reimbursement Schedule are the maximum rates allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments. Except as provided in Section 3000.430, only commercial lodging may be reimbursed.

- b) The maximum reimbursement for lodging in Cook County, Illinois and the District of Columbia shall be in accordance with Section 12-2(e) of the State Finance Act [30 ILCS 105/12-2(e)].

(Source: Amended at 26 Ill. Reg. 14985, effective Oct 08, 2002)

Section 3000.410 Least Costly Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a handicap may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially

accessible. The traveler should require confirmation that “State rates” offered by hotels-motels are within the maximums allowed. If an exception is not granted by the appropriate Travel Control Board, the employee shall absorb the excess cost. Employees should be prepared to provide identification and proof of State employment to obtain State lodging rates.

Section 3000.420 Conference Lodging

Conference lodging charges or lodging at official meeting hotels when pre-approved by the Agency Head in excess of the maximums allowed in Appendix A, Reimbursement Schedule are considered exceptions to this Part. Policies regarding conference lodging may be established by the Travel Control Boards for their respective jurisdictions.

Section 3000.430 Employee Owned or Controlled Housing

The Travel Control Boards may establish policies and procedures for obtaining reimbursement for the use of employee owned or controlled housing while on travel status.

SUBPART E: PER DIEM - MEALS

Section 3000.500 Per Diem Allowance

- a) The per diem allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments.
- b) Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

- c) Per diem shall be based on the Quarter System for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., Noon, and 6:00 p.m. The traveler shall be allowed one fourth of the allowance for each period of 6 hours or fraction thereof.
- d) Meal allowance and per diem may not be mixed on the same trip or day.

Section 3000.510 Meal Allowance

- a) The meal allowances specified in Appendix A, Reimbursement Schedule are the maximums allowed by the Travel Control Boards. The Council shall review the rates annually to determine necessary adjustments.
- b) The meal allowances are given when a traveler is not eligible to receive per diem. Receipts need not be submitted to support these.
- c) Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- d) Lunch is not a reimbursable expense. The amount for lunch is established for the purpose of setting a per meal ceiling on conference lunches and meals purchased for non-State officers and employees.
- e) Dinner is payable when an employee is on travel status and arrives back at headquarters or residence (if reporting directly from destination) at or after 7:00 p.m. For employees commencing travel after close of business, but before 6:30 p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

SUBPART F: MISCELLANEOUS RULES

Section 3000.600

Reimbursable and Non-Reimbursable Expenses

- a) The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:
 - 1) Hire of room, exhibit space, set up, and such for official business.
 - 2) Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
 - 3) Storage and handling of baggage.
 - 4) Taxis including reasonable tips.
 - 5) Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
 - 6) Telephone calls to secure lodging.

- b) Examples of non-reimbursable expenses are:
 - 1) Alcoholic Beverages
 - 2) Coat Check
 - 3) Entertainment
 - 4) Late check-out and room guarantee charges
 - 5) Meals for other State employees or Officers
 - 6) Parking tickets or other traffic tickets
 - 7) Tips incurred beyond those specifically provided in this Part
 - 8) Transportation to procure meals except as provided in Section 3000.610.

Section 3000.610 Expenses Related to Transportation

- a) Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away from headquarters shall be allowed.

- b) When the use of a common carrier is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation, time and meal expenses would be less if a common carrier were used.

- c) Where the nature and location of work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for such daily travel shall accompany or be noted on the travel voucher.

Section 3000.620 Receipts Required

Receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds \$10.00. Lack of receipts is an exception to this Section and shall be addressed in accordance with policies established by the respective Travel Control Boards. Agency Heads and/or Travel Control Boards may require receipts for lesser amounts.

Section 3000.630 Meals for Other Persons

Meals purchased for non-State employees while on travel status and in connection with State business are reimbursable in reasonable amounts. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher. Agencies are responsible for proper monitoring of claims under this Section.

SUBPART G: EXCEPTIONS

Section 3000.700 Exceptions to the Rules

The Travel Control Boards shall establish policies and procedures for granting exceptions to this Part. The Boards shall report quarterly to the Legislative Audit Commission on exceptions granted.

Section 3000.710 Board-Agency Rules

The Travel Control Boards and agencies may establish travel rules for their respective employees which may be more restrictive than those established by the Council. Agencies which set such policies shall do so with the advice of the appropriate Travel Control Board. However, reimbursement for auto mileage may not be less than the rate promulgated in 5 U.S.C. 5707 (b)(2).

Section 3000.720 Non-Required Travel

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

**Section 3000. Appendix A
 Reimbursement Schedule**

(NOTE: See Page 23, Reimbursement Schedule, for rates applicable to employees under the jurisdiction of the Legislative Travel Control Board.)

LEGISLATIVE TRAVEL CONTROL BOARD

The Legislative Travel Control Board has jurisdiction over travel by employees of the General Assembly, legislative boards and commissions, the Office of the Auditor General and all legislative agencies. The Board consists of the following members serving ex-officio: The Auditor General as chairman, the President and the Minority Leader of the Senate, and the Speaker and Minority Leader of the House of Representatives.

The rules adopted by the Travel Regulation Council (80 Ill.Adm.Code 3000.200) require each Board to prescribe a travel control system for the agencies and employees under its jurisdiction. Additionally, the State Finance Act (30 ILCS 105/12-1) gives each Board the authority to approve or disapprove exceptions to the rules.

Pursuant to those authorities, the Board hereby prescribes the following travel control system for the agencies and employees under its jurisdiction.

DESIGNATION OF HEADQUARTERS

- 1) Agency heads shall designate official headquarters for each of their employees. Generally, the official headquarters of an individual is the place where official duties will require that person to spend the most working time during the coming fiscal year. In the case of an individual who is required by official duties to travel almost every working day, the official headquarters may be the place of residence.
- 2) The official headquarters for heads of legislative agencies shall be Springfield unless otherwise approved by the Legislative Travel Control Board. (Approval of an official headquarters in a place other than Springfield can be requested in writing to the Chairman of the Board. Approval is based on whether or not such exception will promote the

efficient and economical conduct of the agency head's official duties.)

- 3) The official headquarters for members of boards and commissions that convene on a periodic or irregular basis shall be the residence of the members.

PREPARATION AND SUBMISSION OF TRAVEL EXPENSES

a) **Authorized Form**

All claims for the reimbursement of traveling expenses shall be submitted on Travel Voucher (Form C-10) and shall be itemized in accordance with the rules and regulations of the Travel Regulation Council.

b) **Purpose of Travel**

The purpose of the travel must be explained clearly, either on the face of the voucher or with attachment to the voucher. Acronyms and technical jargon shall not be used in the explanations. Attendance at a conference or convention should be explained in terms of its relation to the traveler's and the agency's function.

c) **Time of Departure and Arrival**

The date and hour of departure from and arrival at the place at which official travel begins and ends, and points at which temporary duty is performed, shall be shown on the travel voucher where such arrival or departure affects the allowance or other travel expenses. Other points visited shall be shown on the voucher; time of arrival and departure need not be shown.

d) **Privately Owned Vehicles**

When a privately owned vehicle is used, the travel voucher shall show the dates and points of travel, mileage, and mode of transportation. If the distance traveled between any given points is greater than the usual route between these points shown on the mileage chart, the reasons for the greater distance shall be stated.

e) **State Owned Vehicles**

When a State owned vehicle is used, it shall be indicated on the travel voucher; the license number shall be shown in the space provided.

f) **Receipts Required**

- 1) Travel vouchers shall be supported by receipts in all instances for railroad and airplane transportation, for lodging, and all other items in excess individually of \$10.00.
- 2) In the case of railroad travel, the pullman or parlor car stub (if first class ticket used), shall be attached to the travel voucher. For air travel, the receipted copy of the tickets shall be attached. For hotel accommodations, the receipted bill on the statement form regularly used by the hotel shall be attached. For lodging other than hotels, a receipted bill showing the address of the establishment shall be attached. For car storage or repairs, receipts shall be attached.

g) **Number of Copies and Signatures**

An extra voucher copy shall be prepared in those cases which involve an exception to the rules. All copies of the voucher shall be signed by the individual who has incurred the expense and his or her supervisor. The signature is a certification as required by statute.

h) Items Billed Directly

No requests for reimbursement shall be made for items of expenditure in connection with travel which are billed directly to the State (for example, by use of a State credit card). However, such charges shall be itemized on the employee's travel voucher along with all reimbursable items. In all such cases receipts or copies thereof shall also be attached. Such expenses shall not be in excess of the maximum allowed. Meal and incidental expenses billed directly to the State shall be deducted from the per diem allowance. All columns of travel vouchers are to be totaled and cross-footed. The direct bill total will then be deducted from the cross-footed total with the balance being the amount to be reimbursed to the employee.

i) Approval of Travel Vouchers

- 1) Each voucher shall be first approved by the individual's immediate supervisor who shall certify that the travel shown was required by official duties.
- 2) The travel voucher shall then be approved by the head of the individual's agency or a designated representative, who shall sign the original of the voucher.

j) Frequency of Submission

Travel vouchers may be submitted more often than monthly, but the Board encourages submission of one voucher per month per individual when expenses are \$50.00 or less because of the cost to the Comptroller of processing vouchers.

**EMPLOYEE OWNED OR
CONTROLLED HOUSING**

Individual agencies subject to the jurisdiction of the Legislative Travel Control Board may establish policies and procedures for obtaining reimbursement for the use of employee owned or controlled housing while on travel status.

EXCEPTIONS TO THE RULES

- a) In accordance with the State Finance Act, (30 ILCS 105/12), as now or hereafter amended:

AN INFORMATION COPY OF EACH VOUCHER COVERING A CLAIM BY A PERSON SUBJECT TO THE OFFICIAL TRAVEL REGULATIONS PROMULGATED UNDER SECTION 12-2 FOR TRAVEL REIMBURSEMENT INVOLVING AN EXCEPTION TO THE GENERAL RESTRICTIONS OF SUCH TRAVEL REGULATIONS SHALL BE FILED WITH THE APPLICABLE TRAVEL CONTROL BOARD WHICH SHALL CONSIDER THESE VOUCHERS, OR A REPORT THEREOF, FOR APPROVAL. AMOUNTS DISBURSED FOR TRAVEL REIMBURSEMENT CLAIMS WHICH ARE DISAPPROVED BY THE APPLICABLE TRAVEL CONTROL BOARD SHALL BE REFUNDED BY THE TRAVELER AND DEPOSITED IN THE FUND OR ACCOUNT FROM WHICH PAYMENT WAS MADE.

- b) An information copy of each voucher covering a claim involving an exception to the general restrictions adopted by the Travel Regulation Council together with an explanation and justification of the exception, shall be filed by the employee's agency with the Auditor General, who shall submit these vouchers, or a report thereof, to the Legislative Travel Control Board for approval.

Legislative Travel Control Board Policies

The information copy of the voucher should be filed with the Auditor General at the same time that the travel voucher is submitted for reimbursement. The voucher submitted for reimbursement or a referenced attachment should explain the reasons for the approval of the exception. All copies of travel vouchers involving exceptions should bear a statement that a copy of the voucher has been filed with the Auditor General.

- c) The employee's agency shall be notified in writing as to the disposition of the Board. Amounts disbursed for travel reimbursement claims which are disapproved by the Board shall be refunded to the State and deposited in the fund from which payment was made. Proof of this deposit shall be forwarded to the Auditor General by the agency. A copy of the letter notifying an agency of the Board's disapproval of a voucher is placed in the Auditor General's Audit Assignment files and checked in the next compliance audit of the agency involved.

Any questions should be directed to Carol Clarke at 558-6172.

Legislative Travel Control Board Policies

LEGISLATIVE TRAVEL CONTROL BOARD Reimbursement Schedule

The following rates are effective for employees of the General Assembly, Legislative Boards and Commissions, the Office of the Auditor General, and all Legislative Agencies.

Type of Reimbursement

Rate

Mileage

(See 3000.300(f)(2) & (g)(2))

Auto (effective July 1, 2009)	\$0.55/mile
Plane	\$0.40/mile

Per Diem / Meals

Within the State of Illinois:

Breakfast	\$ 5.50
Lunch	\$ 5.50
Dinner	\$ 17.00
Per Diem — Quarter	\$ 7.00
Per Diem — Day	\$ 28.00

Outside the State of Illinois:

Breakfast	\$ 6.50
Lunch	\$ 6.50
Dinner	\$ 19.00
Per Diem — Quarter	\$ 8.00
Per Diem — Day	\$ 32.00

Lodging

Chicago Metro:

County of Cook* (See 3000.400(b))	\$ 149.00*
Counties of DuPage, Kane, Lake, McHenry, and Will	\$ 80.00

Downstate Illinois:

Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island St. Clair, Sangamon, Tazewell, and Winnebago ...	\$ 70.00
All other counties	\$ 60.00

District of Columbia (See 3000.400(b)) **See chart on page 1**
(includes the cities of Alexandria, Falls Church, and Fairfax;
the counties of Arlington, Loudoun, and Fairfax in Virginia;
and the counties of Montgomery and Prince George's in
Maryland)

New York City	\$110.00
All other Out of State	\$ 90.00
Out-of-Country	Actual Reasonable

* The maximum reimbursement rate in Cook County is equal to the rate established by the federal government. However, most hotels in Cook County have agreed to offer state employees rates of \$149.00 or less for Fiscal Year 2010. If the \$149.00 rate is not available after contacting **at least three** hotels, the Legislative Travel Control Board will accept the federal government rate plus tax without an exception being filed. See chart on page 1 for federal rates in Cook County.

PREFERRED HOTEL LISTING AND TRANSPORTATION

Pursuant to State law [20 ILCS 405/405-190] the Department of Central Management Services is mandated to negotiate with vendors to establish reduced rates and fares for transportation and lodging applicable to all State employees traveling on official business.

A list of hotels can be located at the following internet address:

www.state.il.us/cms/employee/travel

That listing should be consulted by all State employees, including employees under the jurisdiction of the Legislative Travel Control Board, when making travel arrangements.

**LEGISLATIVE TRAVEL CONTROL
BOARD MEMBERS**

MEMBERS

Honorable John J. Cullerton
President of the Senate

Honorable Frank Watson
Minority Leader of the Senate

Honorable Michael Madigan
Speaker of the House

Honorable Tom Cross
Minority Leader of the House

Honorable William G. Holland
Auditor General (Chairman)

REPRESENTED BY

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