

**MINUTES OF THE MEETING OF THE LEGISLATIVE TRAVEL CONTROL BOARD**  
**Held in Springfield, Illinois**  
**Wednesday, April 16, 2014**

**MEMBERS PRESENT**

**Tim Mapes**  
**Brad Bolin**  
**Becky Locker**  
**Carol Clarke**

**REPRESENTING**

**House Majority Leader**  
**House Minority Leader**  
**Senate President**  
**Auditor General**

**MEMBERS ABSENT**

**Anne Sagins**

**Senate Minority Leader**

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**CALL TO ORDER**

The regular scheduled meeting of the Legislative Travel Control Board for quarter ending March 30, 2014, was rescheduled from Wednesday April 2, 2014, to Wednesday, April 16, 2014 due to the Illinois General Assembly Session schedule. Ms. Clarke called the meeting to order at 10:00 a.m., in Room 100 of the State House.

**APPROVAL OF MINUTES**

Ms. Clarke called for additions or corrections to the January 8, 2014, meeting minutes. Mr. Bolin made a motion to approve the minutes and it was seconded by Ms. Locker. Motion to approve the minutes passed with a unanimous vote.

**EXCEPTIONS**

Exceptions **1693 – 1699** were submitted for approval. Exceptions included hotel charges in excess of state rate, missing parking receipt, and travel within headquarters expense.

After discussion, a motion to approve the exceptions was made by Mr. Mapes and seconded by Ms. Locker. The motion carried unanimously.

**OTHER BUSINESS**

Ms. Clarke opened a discussion about Governor's Travel Control Update 14-04 regarding valet parking. The Governor's Travel Board issued a travel update that employees under their jurisdiction must submit an exception to their Board if they are requesting reimbursement for valet parking.

Section 3000.610 Expenses Related to Transportation a) of the Travel Regulation Council Rules states that “Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the travel is away from headquarters shall be allowed.” Many of the hotels in Chicago that offer State and/or Federal rates do not have public parking garages within walking distance to hotel. After some discussion, the LTCB agreed not to change our existing policy which does not require employees to submit an exception for hotel parking fees. However, if at all possible, employees should park in a public parking garage if it is within walking distance of the hotel.

Ms. Clarke also mentioned that the Comptroller’s office questioned a travel voucher submitted for reimbursement for the purchase of an Amtrak ticket that was purchased at the rate of \$28 for a one-way ticket as opposed to the discounted rate of \$21 offered by Amtrak for State employees.

Under the Travel Regulation Council Rules, Section 3000.300 Modes of Transportation (a) states that ‘all travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements.....’ While employees are instructed to ask for the discounted rate of \$21, Amtrak does not always have the \$21 rate available. In this particular instance, the employee was given a rate of \$28 one way. Even at the \$28 rate, the train ticket cost was still the most economical way for the employee to travel to their destination. At this time, the Board agreed not to require agencies under the LTCB’s jurisdiction to submit exceptions for this expense.

## **ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Locker and seconded by Mr. Bolin. Motion to adjourn was approved by unanimous vote.

Next quarterly meeting is scheduled for Wednesday, July 9, 2014.