

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

March 16, 2017

10:00 am

James R. Thompson Center  
Room 4-404  
100 West Randolph Street  
Chicago, Illinois 60601

And

William G. Stratton Building  
Room 715  
Springfield, Illinois 62706

### MINUTES

#### PRESENT:

##### Members

*In Springfield* Chairman Michael Hoffman  
Scott Harry, Member  
Morgan Kreitner, Member

##### Staff

*In Springfield*

Kelley Wells, State Travel Coordinator  
Dana Popish

*In Chicago*

Rupal Mehta, Deputy General Counsel

#### I. Call to Order

At approximately 10 am Chairman Michael Hoffman called to order a meeting of the Governor's Travel Control Board.

#### II. Consideration of Minutes

December 14, 2016

The minutes of the meeting of the December 14, 2016 meeting were approved. Motion made by Chairman Hoffman with a second by Morgan Kreitner to approve the minutes as presented.

#### III. Exceptions

Exception Report

Approved Travel Exceptions

**STATE OF ILLINOIS**  
**Governor's Travel Control Board**

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- 1) CMS – Hotel Early Departure Fee
- 2) IDOT – Housing
- 3) DHS – Flight Package Purchased through Expedia
- 4) Insurance – Valet Parking
- 5) Revenue – Excess Baggage Fees
- 6) ISP – Late Check Out Fees
- 7) DCEO – Early Departure Fee
- 8) DCEO – Excess Enterprise Car Rental Charge
- 9) DCEO – Excess Baggage Fee
- 10) DCEO – Late Check Out Fee
- 11)

Travel Exceptions – Denied

- 1) Aging – Amtrak Fare over State Rate
- 2) Aging – Amtrak Fare over State Rate

IV. New Business

Meal allowances were discussed with regard to how and if a meal allowance is applied when an employee is working on a day off or a weekend.

- V. Adjournment – A motion was made to adjourn the meeting at 10:25 am by Scott Harry. Morgan Kreitner seconded the motion.