

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

August 22, 2017

9:30 am

James R. Thompson Center
Room 4-400
100 West Randolph Street
Chicago, Illinois 60601

And
William G. Stratton Building
Room 715
Springfield, Illinois 62706

MINUTES

PRESENT:

Members

In Springfield Scott Harry, Member

In Chicago Chairman Michael Hoffman

Staff

In Springfield

Kelley Wells, State Travel Coordinator

I. Call to Order

At approximately 9:30 am Chairman Michael Hoffman called to order a meeting of the Governor's Travel Control Board.

II. Consideration of Minutes

June 21, 2017

The minutes of the meeting of the June 21, 2017 meeting were approved. Motion made by Chairman Hoffman with a second by Scott Harry to approve the minutes.

III. Exceptions

Exception Report

Approved Travel Exceptions

1) ISP – Valet Parking Charges

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- 2) DCEO – Early Departure Fee
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- 4) Insurance – Amtrak Fare
- 5) Governor's Office – In Headquarters Lodging
- 6) Revenue – Excess Baggage Fees
- 7) Tollway – Airline Fees

Travel Exceptions – Partial Approval

- 1) ILDPR – Lodging over State Rate

IV. New Business

- 1) The board discussed a request from IDOT to change the Travel Rules to include allowing employees to claim reimbursement for a fee charged by Amtrak to transport a bicycle. It was decided that reimbursement of these types of fees would be determined on a case by case basis and would depend on the cost savings to the State of Illinois.
- 2) An exception for an arbitrator that was submitted on the June meeting agenda was withdrawn.

V. Adjournment – A motion was made to adjourn the meeting at 9:55am by Scott Harry. Chairman Hoffman seconded the motion.