Governor’s Travel Control Board
Travel Update 14-06

TO: Agency Travel Coordinators
FROM: Simone McNeil, Chairman
DATE: June 18, 2014
SUBJECT: Important Changes to Governor’s Travel Control Board Rules (Part 2800)

The purpose of this Travel Update is to make you aware of some important changes to the Governor's Travel Control Board Rules (Part 2800). The rule changes were approved by JCAR on May 23, 2014 and published by the Secretary of State in the June 6, 2014 Illinois Register. The Board considers the rule changes to be taking effect July 1, 2014: thus, the changes are effective for all travel occurring on or after July 1, 2014.

Below is a brief summary of the rule changes. In addition, a document indicating which parts of the text have been revised is attached, and the rules, as published (including the revisions discussed herein), may be found at: http://www.ilga.gov/commission/jcar/admincode/080/08002800sections.html

- First, and most importantly, Section 235 of the Rules (80 Ill. Admin Code 2800.235) has been amended so that the amount of an employee’s ordinary commuting mileage will no longer be reimbursable when the employee does not travel through headquarters. Previously, employees requesting reimbursement for mileage were required to deduct their ordinary commuting mileage only when they travelled through headquarters, but were not required to deduct commuting mileage on days that they did not travel through headquarters. Now commuting mileage must be deducted (that is, is not reimbursable) in all cases—even on days when employees do not travel through headquarters.

  As noted above, we interpret this rule as being effective for all travel occurring on or after July 1, 2014.

- Secondly, Section 700 (80 Ill. Admin Code 2800.700), dealing with out-of-State (including international) travel, has been revised to reflect the current use of the eTravel system, and the fact that the all out-of-State travel requires GOMB approval.

- Finally, all references in Section 2800 to Government Charge Cards have been deleted, and the section dealing with the Charge Card system, Section 2800.230, has been repealed, as Government Charge Cards are no longer used.
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Please advise all appropriate personnel within your agency of these rule changes immediately. If you have questions, please contact Kelley Wells, State Travel Coordinator, at (217) 782-4705 or by email at Kelley.Wells@illinois.gov.

CC: List

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NOTICE OF ADOPTED AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE I: GENERAL TRAVEL CONTROL
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES/
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PART 2800
TRAVEL

SUBPART A: GENERAL

Section
2800.100  Definitions
2800.110  Application and Interpretation

SUBPART B: TRAVEL CONTROL SYSTEM

Section
2800.200  Travel Control System
2800.210  Travel Coordinator
2800.220  Travel Authority
2800.230  Government Charge Cards (Repealed)
2800.235  Expenses at Headquarters or Residence
2800.240  Preparation and Submission of Travel Vouchers
2800.250  Approval and Submission of Travel Vouchers
2800.260  Items Directly Billed
2800.270  Conference Registration Fees

SUBPART C: TRANSPORTATION EXPENSES

Section
2800.300  Incidental Expenses for Private and State Owned Automobiles

SUBPART D: LODGING

Section
2800.400  Conference Lodging
2800.410  Employee Owned or Controlled Housing
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SUBPART E: PER DIEM MEALS

Section 2800.500 Conference Meals

SUBPART F: MISCELLANEOUS RULES

Section 2800.600 Lack of Receipts
2800.650 Headquarter Designation for Agency Heads

SUBPART G: EXCEPTIONS TO THE RULES

Section 2800.700 Special Exceptions-Requested in Advance
2800.710 Ex Post Facto Exceptions

2800.APPENDIX A  Reimbursement Schedule


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at 27 Ill. Reg. 10476, effective July 1, 2003, for a maximum of 150 days; amended at 27 Ill. Reg. 17061, effective October 23, 2003; amended at 38 Ill. Reg. _____, effective _____________.

SUBPART B: TRAVEL CONTROL SYSTEM

Section 2800.230 Government Charge Cards (Repealed)

a) Agencies are encouraged to establish a Government Charge Card travel expense payment system in accordance with the agreement negotiated by the Governor's Travel Control Board.

b) An employee who direct bills State travel expenses at least four (4) times per year should be issued a Government Charge Card.

c) The Government Charge Card may only be used for business related travel expenses, specifically transportation, lodging, meals, and other expenses considered reimbursable under this Part or under the Rules of the Travel Regulation Council (80 Ill. Adm. Code 3000, Subparts C, D, E and F). Reimbursements to the employee for charges paid for with the Government Charge Card may not exceed the amounts specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council).

d) Agencies are responsible for monitoring the travel expense payment system to ensure compliance with this Part and the rules of the Council and the terms of the agreement. Misuse or abuse of the Government Charge Card may result in disciplinary action.

(Source: Repealed at 38 Ill. Reg. _____, effective ____________)

Section 2800.235 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. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel during a given day does not include travel through headquarters shall be reimbursed for all mileage traveled that day in excess of the employee's ordinary commuting mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel
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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.

be) Examples of reimbursable mileage expenses include: 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 in excess of commuting 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 headquarters. 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.
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d) Agencies are responsible for monitoring claims under this Section.

(Source: Amended at 38 Ill. Reg. _____, effective ____________)

Section 2800.260 Items Directly Billed

a) Agency Heads shall keep billing of travel expenses directly to the State to the least extent possible. The Government Charge Card system specified under Section 2800.230 should be implemented to achieve this.

b) Employees may not be reimbursed for items billed directly to the State. Such direct billed items shall be indicated on the travel voucher along with all reimbursable items. All columns of travel vouchers are to be totaled and cross-footed. The direct-billed total will then be deducted from the cross-footed total with the balance being the amount to be reimbursed to the employee. In all such cases supporting documentation shall also be attached if available. For transportation expenses billed directly, a copy of the State of Illinois Transportation Request form shall be attached to the invoice voucher (Form C-13). For lodging expenses billed directly, room, tax, hotel parking and business phone calls only shall be accepted. However, charges for business phone calls must be noted as such on the invoice voucher (Form C-13). Charges for phone service in a room which are automatically added to the bill by the hotel may also be direct billed. Any charges in excess of the allowable lodging rate specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council) or for restaurants, room services, personal telephone calls and other expenses shall be paid by the traveler upon check-out. Such expenses shall not be deducted from the traveler's reimbursement in exchange for direct billing. Meal and incidental expenses shall not be billed directly to the State. Such expenses shall not be in excess of the maximums allowed.

(Source: Amended at 38 Ill. Reg. _____, effective ____________)

SUBPART G: EXCEPTIONS TO THE RULES

Section 2800.700 Special Exceptions – Requested In Advance

a) Exceptions to the operation of specific provisions of this Part may be granted in advance by the Chairman of the Governor's Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interest of the
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State. Exceptions are to be requested in writing by the Agency Head and submitted sufficiently in advance to allow meaningful consideration. These exceptions are granted to specific individuals or specified groups of individuals in a single agency.

b) Travel outside of Illinois (including travel outside the contiguous United States) requires the approval of the Governor's Office of Management Budget Chairman of the Governor's Travel Control Board prior to the such travel. All requests shall be submitted to the Governor's Office of Management and Budget's on-line travel system (eTravel) at least 30 days in advance of the departure date. Requests shall be approved, partially approved or denied in writing with approval/disapproval based on the needs of the agency and necessity. The agency submitting the request to show necessity, the Agency Head must describe the purpose of the travel and why it is critical and provide a detailed breakdown of travel-related costs. How the travel relates to a function of the agency, must state why the particular individuals were selected, must verify that the least costly reasonable means of travel was selected and must personally sign the request. Unless the travel is patently nonessential or clearly excessive as to cost, approval will be given.

(Source: Amended at 38 Ill. Reg. ______, effective _____________.)