

## 3001 TRAVEL PROCEDURES

### .10 BACKGROUND

The [Travel Guide for State Employees](#) serves as the primary source for travel procedures for IDES employees and contains the State of Illinois and the Governor's Travel Control Board travel rules. It is the responsibility of Department managers and supervisors to ensure compliance with travel regulations outlined in the *Travel Guide*, [Travel Control Board Travel Updates](#), Procedures Manual, and any additional travel procedures that are enacted. The *Travel Guide* is linked to the IDES Intranet site. Paper copies may be obtained from the IDES Travel Control Officer (TCO) at the following address: IDES Travel Control Officer - Procurement Services Subdivision, 33 South State Street, 10 – North, Chicago, IL 60603, Telephone: (312) 793 - 9229. For questions about travel vouchers, call (312) 793 - 9516 or (312) 793 - 9519.

It is the policy of the State to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. The following procedures are intended as a secondary resource to the *Travel Guide* and apply to all IDES employees including contractual employees (CO-2's) and independent contractors.

### .20 EXCEPTIONS TO TRAVEL RULES

All requests for exceptions to travel rules as listed below must be submitted in writing to the TCO. Prior to submitting an exception request, the request should be discussed by telephone with the TCO. This is necessary to determine the information needed to substantiate the request. If the request involves a conference to be attended by a large number of employees, the TCO may submit a blanket exception request in lieu of individual requests. **Note:** Approval of the Travel Control Board must be received prior to the trip. For additional information, refer to the *Travel Guide* or contact The Travel Control Officer.

- Excessive lodging requests not in compliance with the travel rules. (See instructions for completing item 14 of the travel voucher in this Manual Section.)
- Excessive requests for travel outside the boundaries of the continental United States. (See [Rule Section 2800.700\(b\)](#).)
- Requests for in-headquarters travel expenses.
- Requests for unanticipated fees/charges assessed by hotels or airlines, including: early departure fees, unused hotel room charges, airline ticket exchange fees, unused airline tickets, etc., require an exception letter. **Note:** Energy fees/charges assessed by hotels are reimbursable and do not require an exception.
- Requests for travel agency fee reimbursement. **Note:** The State does not have a contract with any travel agencies. Department employees are free to make travel arrangements with any agency that offers the lowest cost. **However, IDES employees are responsible for payments of any travel agency service fees, except for certain airline ticket or Amtrak ticket fees where the traveler can show the fee was justified.**
- All other requests involving a violation of the travel rules.

All exception requests must contain a detailed explanation of why the exception should be

granted and must be signed by the IDES Director. The Board will return requests that fail to meet the requirements of this subsection.

**.30 OUT-OF-STATE TRAVEL**

Out-of-State travel is any travel conducted outside of the State of Illinois in connection with official State business, excluding air transportation flights routed through airports located in a contiguous state, where no incidental expenses are incurred or business conducted, which are not part of travel to or from an Illinois location. Because of the high cost of out-of-State travel, only one IDES employee should attend an out-of-State meeting or conference unless multiple attendances can be justified.

The Governor's Office of Management and Budget has discontinued the use of form TA-1c, Governor's Out of State Travel Request, and replaced it with an electronic system named, eTravel. Travelers may still use the form as a template for covering required information when submitting their travel requests. The [eTravel system](#) is accessed through the Internet by designated staff.

Travelers or their region/division managers must submit the request to the division's designated staff person, who will enter an on-line request in the eTravel system. Multiple travelers for the same trip must be placed on one travel request, not submitted individually on separate requests, with justification for each traveler. Requests should be submitted at least 35 days in advance of the travel date. For out-of-State travel a Rx needs to be created along with a Travel Request. The traveler must complete items one through 13 of the Travel Request. Detailed estimates of expenses, transportation, lodging, meals, and all other expenses must be entered. Supporting documentation should be available if needed, as GOMB may require it.

Particular attention should be paid to the following questions when filling out this form.

*Item 12. What is the Purpose of travel for each person?* Provide substantial detail when explaining the purpose of the travel. This includes specific, valid reasons for each person requesting to attend. A goal/objective for each person requesting to attend and a statement about what each person intends to bring back to IDES must be provided.

*Item 14. Please provide detailed travel expenses by funding source.* Do not include fund numbers without including the name of the fund. If a request claims to be at no cost to the State, identify the entity that is paying for the travel.

*Item 16. If this request has been submitted late to GOMB, please provide an explanation.* If the traveler's request falls less than 30 days in advance of the travel date, an explanation must be included.

*Item 17. If this request is an appeal, why?* Enter the justification.

**Note: IDES is not required to submit out-of-State travel requests to GOMB for out-of-State travel that does not require overnight lodging.**

After creating the request in the eTravel system, the designated staff person approves the request, initiating the approval process, which includes the Department Travel Coordinator, Office of the Budget, and the Director. The IDES Office of the Budget will review the request to make certain that the travel is critical, pertinent and necessary, that an appropriate

justification has been submitted, that a funding source has been provided, and that funds are available for the travel.

If approved by the Director, the eTravel Request will be sent to GOMB, which will provide a recommendation to the Office of the Governor, where the final decision will be made. The Department will be notified of the approval or denial of each request. If the travel request is not approved, the eTravel Request will be returned to the Department Travel Coordinator, who will inform the traveler and the appropriate managers of the disapproval.

Appeals may be submitted pending the Director's consent. To appeal, the traveler must provide additional text to further justify the trip. The Department Travel Coordinator will edit the eTravel Request, adding the appeal text and placing the eTravel Request into Appeal status. GOMB will review the request again and make a final decision.

No out-of-state travel commitments shall be made without prior authorization from GOMB and/or the Governor's Office. Failure to follow these procedures will, at a minimum, hinder travel cost reimbursements. Tickets purchased in advance of approval not finally granted may not be reimbursed. Inquiries regarding out-of-State travel should be directed to the Director's Chicago office at (312) 793-9274.

A requisition (RX) request must be entered for each out-of-State trip which should include the justification as well as the dates and purpose of the travel, except travel expenses less than \$50.00 which do not involve prepaid items and/or direct billing. The request should be approved at the deputy director level and be pending OTB approval when OTB receives the approved eTravel Request from the Department Travel Coordinator. The Office of the Budget must approve the request prior to the employee incurring any travel expenses.

#### .35 **IN-STATE TRAVEL**

In-state Travel is any travel conducted within the State of Illinois in conjunction with official State business.

In order to monitor and control the amount of travel expenses incurred by the Department, all IDES staff and management are required to complete an [In-State Travel Authorization Form](#) (FI-2a), for all in-state travel costing greater than \$50.00. Travelers must submit a completed and signed In-State Travel Authorization to their immediate supervisor or manager for approval. The Director has expressly delegated the approval/signature of the In-State Travel Authorization Form, (FI-2a) to the supervisor/manager of the traveler. Requests should be submitted at least 24 hours in advance of the travel date.

Any requests for travel submitted less than 24 hours in advance must include an additional explanation for the late submission in the space provided.

Upon completion of the travel, the traveler must complete Form C-10, Travel Voucher, according to the Manual Section 3001.70 (Instructions for Completion of the Travel Voucher, Form C-10).

The traveler should compare the actual expenses incurred to the expenses estimated on the In-State Travel Authorization form. If the actual expenses are more than 10% greater than the approved expenses, the traveler must include an additional explanation of the actual expenses in the space provided on the In-State Travel Authorization form. In addition, the traveler should explain any other changes in travel arrangements (e.g., changes in the dates of travel) on the In-State Travel Authorization form in the space

provided. If an explanation of overage is needed after the first signatures, that information should also be signed in the spaces provided.

The traveler must attach the completed, signed In-State Travel Authorization to their completed Travel Voucher for submission to Accounts Payable. Accounts Payable is responsible for the following:

- Ensuring that a signed In-State Travel Authorization is attached to the Travel Voucher.
- Ensuring that the In-State Travel Authorization and the Travel Voucher were approved by authorized signatories.
- Ensuring that the dates of travel on the Travel Voucher fall within the travel period indicated on the In-State Travel Authorization.

#### .40 HOTEL STAYS

##### .401 Maximum Lodging Rates

See the Travel Control Board's preferred hotel listing. The Board has negotiated discounted [lodging rates](#). Employees are required to contact preferred hotels first when seeking overnight accommodations.

Any rate above the federal rate considered "excessive lodging charges." IDES may process requests for excessive lodging charges without approval from the Governor's Travel Control Board provided the request is in compliance with the travel rules. A request is considered in compliance if, in Chicago, a minimum of five preferred hotels are contacted (i.e., hotels appearing in the latest Travel Guide for State Employees or subsequent Travel Updates). Upscale or deluxe properties would not count as contacted properties unless they appear on the Preferred Hotel Listing. Lodging is only allowed at non-Preferred hotels if the rate offered is lower than the rates of preferred hotels in that particular area.

If the request is determined to be in compliance with applicable rules, agencies may process the request provided:

- A note is placed in the "Comments" field on the travel voucher to reflect agency approval of the excessive lodging amount.
- Agencies maintain documentation of the justification for all excessive lodging approvals.

If the requirements of this part regarding excessive hotel rates cannot be met, written pre-approval must be obtained from the Governor's Travel Control Board. If such approval is needed, contact the TCO. See Requests for Exceptions to Travel Rules in .20.

.402 **Agreements with Hotel Chains and Reservations Services**

For employees traveling outside of the State, agreements have been reached with the Best Western Hotel chain and with two reservation service companies: Capitol Reservations (for booking rooms at hotels in Washington, D.C.) and Accommodations Express (hotels in New York, Philadelphia, and Atlantic City). The services are provided at no cost to the traveler or the State of Illinois. Travelers must identify themselves as State of Illinois employees in order to obtain the hotel discounts and reservation services.

The Best Western Hotel chain toll free number is (800) 528-1234. The toll free number for Capitol Reservations is (800) 847-4832 (VISIT DC). The Illinois account number is ST 101 IL. The toll free number for Accommodations Express is (800) 444-7666. The fax number is (609) 645-2571. A list of participating hotels and fax reservation forms are available from the TCO.

.403 **Permission for Overnight Stay**

Department employees should avoid hotel expenses for overnight stays whenever such expenses would reasonably be perceived as inappropriate and wasteful. When the business travel is not substantially outside the normal commuting pattern of the employee, any employee should expect not to arrange lodging overnight unless special circumstances exist and the stay serves the interests of the Department.

In examining the need for overnight stays, the following factors should be considered:

- *Safety of the Employee* - The assignment requires an early arrival or late departure that significantly extends the day so that the employee may be subject to fatigue or other factors that may endanger the employee. An overnight stay may also be permitted, subject to supervisory approval, if severe weather conditions during the period of travel would jeopardize the employee's safety.
- *Mode of Transportation* - The mode of transportation that is available to the employee may necessitate an overnight stay if the available mode does not reasonably permit a commute within the same day. Train or flight schedules may dictate that overnight stays are required in order to conduct the required business of the day.

General guidelines:

- If the round trip commute exceeds three hours, overnight stay is permitted. If round trip commute is less than three hours, the factors listed above must be used to justify any overnight stay.
- If the reason for a meeting to extend beyond normal work hours is primarily social, an overnight stay is not necessary.
- Managers must apply this policy in a manner that is clearly consistent with the spirit and intent of the policy and such application will be considered as part of their performance review. Managers will be subject to random audits of their compliance with this policy.

**.404 Attendance at Conferences and Seminars**

For requests for staff participation in conferences or seminars involving expenses, the following information is required and must be submitted to the Director's office by memorandum at least 30 days in advance of the travel date.

- Name/Number of persons traveling
- Estimated total expenses
- Date(s) and location/destination
- Purpose of travel
- Funding source

**.43 AIR TRAVEL**

Section 3000.300 to the Travel Regulation Council states, "All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements." In most cases when air travel is required between Springfield and Chicago utilizing Midway Airport is the most cost effective.

The State of Illinois no longer has a negotiated rate with United Airlines which provides service between Springfield's Abraham Lincoln Capitol Airport and Chicago O'Hare Airport. The Governor's Travel Control Board Update 07-04 requires prior approval from the Governor's Travel Control Board for any anticipated flight for this route on United Airlines (i.e., United Express-Air Wisconsin) where the quoted airfare is in **excess** of the \$140.00 one way rate (fare code VCAIL as noted in Travel Update #06-02). This approval request should be forwarded to the Board in the same manner as a request for an exception to the travel rules. Only those requests with compelling justification will be considered for approval. Employees are strongly encouraged to secure alternative forms of transportation should an excessive airfare be offered. Although this rate code is no longer in effect, employees unable to obtain rates equal or lower than \$140.00 each way must still obtain approval in advance from the Governor's Travel Control Board.

The Governor's Travel Control Board has determined that the fee for one piece of luggage per flight is reasonable and does not require an exception in order to claim reimbursement. Employees checking more than one piece of luggage per flight or checking baggage over the airline's weight limits are required to request that the Director sign and submit a letter of exception to the Board on Department letterhead. Such exceptions will be considered on a case-by-case basis under one or more of the following conditions:

- The employee requesting the exception was on travel status for at least five consecutive days; and/or
- The employee was required to transport work materials (trade show materials, audit files, e.g.), provided that: this was the most economic way of transporting these materials; and (b) estimates as to the cost of shipping the required materials separately accompany the exception request.

**.45 RAIL TRAVEL (AMTRAK)**

Amtrak currently offers five trains traveling in each direction between Springfield and Chicago and does not sell round trip tickets for this route. Amtrak offers a discounted [State of Illinois rate](#) Monday through Friday. State employees traveling on Saturday or Sunday are subject to the available fare for that particular time. In addition, State of Illinois fares or tickets are not available from the portable quick track machines at stations. Employees wishing to obtain the State rate will have to make a reservation by calling Amtrak at:

- General Reservations, (800) USA-RAIL
- Springfield Station, (217) 753-2013
- Chicago Station, (312) 558-1075

Fees charged for Amtrak tickets booked through a travel agency will be non-reimbursable. An employee wishing to claim reimbursement for this type fee must submit an exception request through channels to the Board. It must be signed by the Director and contain a full justification as to why it was necessary to pay the fee. (See subsection .20.)

Tickets may also be purchased at a local ticket office if the station is manned by a ticket agent. When tickets are picked up employees are required to produce a State of Illinois identification card. This also applies if they make a reservation and want to pay for the trip after boarding the train. In this case employees must have the reservation number and a State ID to present to the conductor. Although train information is available on the [Amtrak site](#), reservations for State travel cannot be made on this site.

Copies of complete schedules for all Illinois cities served by Amtrak can also be obtained at a local Amtrak station or by calling the Illinois Department of Transportation, Bureau of Railroads, at (217) 782-4981.

**.50 PAYMENT OF TRAVEL EXPENSES**

Unless the Director grants approval for direct billing of travel expenses, travelers are required to use their personal credit cards, or cash to pay for travel expenses.

**.60 INSTRUCTIONS FOR USE OF RENTAL, STATE, AND PRIVATELY-OWNED VEHICLES**

Subject to supervisory approval, employees may use their privately owned, IDES, or rental vehicles. To operate any motor vehicle on State business, the IDES employee must have a current, valid driver's license. Section 15 of the Smoke Free Illinois Act prohibits smoking in vehicles owned, leased, or operated by the State or a political subdivision of the State.

**.601 Vehicle Rental Procedures**

Employees must call at least three rental agencies to obtain the lowest fee and must document the agencies called and the fees quoted. The request should be made for State government rates. The employee must then make all the arrangements to reserve and pick up the vehicle.

Employees should not keep a rental vehicle for the weekend or after business hours unless the employee's travel assignment does not end until after the rental facility has closed. Request for vehicles for more than five consecutive days or those to be used or kept on a holiday or weekend must be approved in writing by the division manager. The use of a rental car for out-of-State travel requires the Director's approval.

Rental vehicles must be picked-up and returned at the specified time of the agreement with the rental facility unless the TCO has been notified and other arrangements have been made. When picking up the vehicle, the employee shall present a valid driver's license and the completed Vehicle Request Form, including the confirmation number, to the reservation agent. A traffic citation will not be accepted in lieu of a driver's license. The employee shall make sure to complete the reverse side of the Vehicle Request Form to document a quick visual inspection of the vehicle and to preclude any inappropriate charges being assessed to the Department for damage. **Note:** The return of the rental vehicle must not exceed two hours past the specified return time. Otherwise, the Department will be charged an extra day of rental fees.

An employee who wishes to cancel a reservation for a rental car or change the pick-up or drop-off date must notify the rental agency 24 hours prior to reservation time. Otherwise, a charge may be imposed for failure to notify the rental facility timely.

The vehicle shall be returned to the same location from which it was picked up during normal business hours. The employee shall note the ending mileage on the rental agreement and submit it to the customer service representative. The employee is also responsible for inspecting the vehicle for damage and documenting the results on the rental agreement form to preclude any inappropriate charges for damage. Employees must fill the fuel tank at a gas station other than at the rental car facility prior to returning the vehicle. The vehicle should be refueled within five miles of the return location using self-service pumps. The employee shall pay for the fuel with cash or a credit card and obtain a receipt.

When the vehicle is returned to the car rental facility, the employee will be issued a rental receipt, which shall be submitted along with any receipts for gas purchased on an approved Travel Voucher to Accounts Payable.

Staff approved by the Director's office to travel outside the State of Illinois, who require a rental vehicle, shall follow the usual travel procedures outlined in this Section, and the *Travel Guide*.

#### .602 Use of IDES Vehicles

IDES motor pool vehicles may only be used for the purposes set forth in [State Rule Section 5040.350](#).

The Illinois State Toll Highway Authority has installed an electronic toll collection system called I-PASS which is part of the collection program. All IDES vehicles are equipped with an I-PASS transponder. The transponder electronically records all Toll Highway usage of IDES vehicles and therefore should only be used for State business. I-PASS transponders may only be removed and remounted by TCO during the exchange of IDES leased or owned vehicles.

The TCO and the Contractual Services Manager will review on a monthly basis all electronically recorded toll way usage. Any improper or unauthorized use, damage, or removal of I-PASS will result in disciplinary action according to the IDES Code of Ethics ([Section 1019](#) of this Manual).

All I-PASS users are governed by the laws of the State of Illinois. IDES employees will be required to obey all State and local traffic rules and regulations, applicable to FCC regulations, and observe posted speed limits in all I-PASS lanes. Vehicles may be video-taped and monitored by the Illinois State Toll Highway Authority (ISTHA) Roadway System and other government agencies while traveling on the Illinois State highways.

**.603 Assignment of Vehicle to Specific Individuals**

IDES vehicles may be assigned to specific individuals if authorized in writing by the Director and the assignment and usage of the vehicles conform to the policy set by the Governor (dated April 12, 2010) and [CMS Rule Section 5040.340](#).

An employee who meets the above requirements should complete a [Justification and Authorization form](#), have it signed by the appropriate manager, and submit it to the TCO for the Director's approval. The General Services Division Manager, in conjunction with the TCO, will be responsible for complying with the Governor's Policy referenced above and the applicable CMS Rule.

**Note:** IDES is required to report to DCMS annually and when changes occur: the name of each employee assigned a vehicle, the equipment number and license plate number of the assigned vehicle, employee's headquarters, and residence...and are required to provide timely updates and justifications, no later than 30 days after an occurrence, regarding any changes in the individual assignment of vehicles, including any new, terminated, or transferred assignments.

**.604 Reporting Requirements**

The [Monthly Automotive Cost Report](#) of costs incurred each month should be completed for each car. If a car was used by only one employee, that employee must complete the report. Reports for cars used by several drivers from different cost centers shall be completed by the TCO. The Monthly Automotive Cost Report and credit card receipts must be submitted to the TCO on or before the fifth day of the month after the month in which the costs are incurred. Any late transactions are to be entered on the following month's report. The TCO will audit the monthly Automotive Cost Reports for correctness and legibility.

**.605 Request for Short and/or Extended Use of IDES Motor Pool Vehicles**

To request an IDES Motor Pool vehicle, the employee shall complete the Online [Request for Motor Pool Vehicle Itinerary Form](#). The completed form must be signed by the immediate supervisor and submitted to the TCO via fax or hand-delivered. The TCO will confirm the availability of an IDES car and advise the employee by telephone or in person when to pick up the vehicle keys. Employees using IDES vehicles shall be responsible for:

- Returning the Motor Pool vehicle to the assigned IDES parking space at the Millennium Park garage,
- Contacting TCO in the event the vehicle cannot be returned at the scheduled time.
- Returning the Motor Pool vehicle keys and credit cards to the TCO.

**.606 Request for Weekend Use of Motor Pool Vehicles**

An employee who needs to retain an IDES vehicle over a weekend must make arrangements in advance. The employee must complete the [Request for Motor Pool Vehicle Itinerary Form](#) and include in detail the reason a vehicle is needed over the weekend and submit it to the division manager and the Director's Office for signature approval. The approved Vehicle Itinerary Form must then be submitted to TCO to request a vehicle. If a vehicle is available, the TCO will prepare an IDES Motor Pool Vehicle Parking Form and distribute to employee.

**.607 Vehicle Servicing (including fuel purchases)**

An employee who is authorized to use a State car is responsible for servicing the vehicle according to provisions in the owner's manual and for complying with safe driving practices. Copies of the owner's manual and the "Vehicle Operator's Instructions for Use of State of Illinois Vehicle Equipment Credit Card," issued by the Division of Vehicles, are located in the glove compartment of every IDES car. The manual also includes locations of State garages. The car shall be serviced at a CMS facility whenever possible. The Springfield Motor Pool is located at 200 E. Ash Street in Springfield.

If a CMS facility is not available, purchases of fuel, oil, and related items must be made from the most economical source. Unleaded gasoline (with ethanol added, often called gasohol) must be used, if available. Such gasoline purchases may only be made at participating gas stations using the Wright Express Gas Credit Card and PIN Number. PIN information can be obtained from the TCO when a vehicle is assigned to an employee. Self-service islands must be used except when the driver of the vehicle is physically unable to operate a self-service pump. All receipts for gasoline using the Wright Express credit card must include the car's State license number and should be left in the car's glove compartment.

**.608 Repair of State Owned Cars**

State of Illinois credit cards, also found in the glove compartment of IDES vehicles, may be used to pay for repairs in the event of breakdowns or flat tires. If the State garage cannot tow or repair the vehicle, the TCO can authorize repairs by an outside vendor. If the estimated repairs exceed the State credit card limits of \$50.00 for cars and \$100.00 for heavy duty trucks and vans, the TCO will issue an authorization number and direct the traveler to a State contracted vendor. Authorization must be obtained prior to any repairs being made. State garages have the right of first refusal on State vehicle repairs and maintenance. See Vehicle Operator's Instructions for additional information.

**.609 Off Duty and Personal Use of IDES Vehicles**

The personal use of a State vehicle is solely at the employee's risk and any personal injury or damage to the employee's property, State property, or to the person or property of others as a result of such personal use, is the personal responsibility of the employee. An employee's personal use of a State vehicle that causes personal injury or damage may also result in disciplinary action up to and including discharge.

CMS has promulgated rules to reduce the number of accidents by State employees while operating State or rental vehicles due to poor driving habits. The program is designed to assist drivers of State or rental vehicles who may be unacceptable risks as well as to encourage them to complete remedial driver training.

Any IDES vehicle not assigned to a specific employee shall not be used for transportation of the IDES employee between the employee's office and the employee's home, unless one or more of the following conditions are met.

- The employee using the vehicle has a travel assignment that begins or ends at the employee's home;
- The employee using the vehicle must begin or end a travel assignment outside normal State working hours; or
- It is in the best interest of the State and approved by the Director.

IDES vehicles, assigned or non-assigned, shall not be used for transportation to restaurants, shopping centers, etc., unless the transportation is related to the performance of State duties, or otherwise incident to the employee's duties. The provided vehicle may only be used during the course of official State business. Because the vehicle is property of the State of Illinois, the employee using the vehicle has no expectation of privacy in the vehicle or its contents. Any State owned vehicle is subject to search without consent or notice at any time by appropriate personnel of the State of Illinois or law enforcement.

Any employee who uses a State vehicle for personal use:

- Shall pay to the State for each mile or fractional mile of personal use the amount which the State reimburses employees for official travel (See 80 Ill. Adm. Code 3000.300(f)(2));
- Does so solely at the risk of the employee, and any personal injury or property damage to the employee, to State property, or to the person or property of others is the personal responsibility of the employee;
- **May be subject to disciplinary action up to and including discharge.** Factors that mitigate against discipline include:
  - the personal use was unavoidable, due to an emergency;
  - the personal use was of a brief duration and incident to the employee's duties;
  - the personal use was for a purpose that could not have been accomplished outside normal business hours, or
  - the personal use did not result in the employee's departure from the route that would otherwise have been taken to perform business duties.

#### .610 Vehicle Use during Vacations and/or Extended Leave

*Central Office:* All assigned IDES vehicles are to be housed at the designated garage when the authorized user (employee) is on approved vacation or medical leave for more than two consecutive days. The employee is required to notify the Travel Control Officer of the approved leave at least three days prior to beginning of the leave.

*Outside Central Office:* All assigned Department vehicles are to be kept at the

office/headquarters of the assigned user when the authorized user is on approved vacation or medical leave for more than two consecutive days.

If in any event the employee should become sick or incapacitated and prior approval cannot be obtained nor can proper notice be given to the TCO, the employee is to notify the TCO as soon as possible so that arrangements can be made to pick up the assigned vehicle.

**.611 Certification for Use of State and Privately-Owned Vehicles**

The Director shall require an employee using a State and/or personal vehicle to certify annually information regarding his/her driver's license status and financial responsibility. (Section 7-601(c) of the Illinois Vehicle Code)

The certification form ([Certification of License and Automobile Liability Coverage](#)) shall be submitted annually in writing to the TCO who affirms that the employee is duly licensed to drive a vehicle and that:

- the employee has liability insurance coverage extending to the employee when the assigned vehicle is used for other than official State business; or
- the employee has filed a bond with the Secretary of State as proof of financial responsibility, in an amount equal to or in excess of the requirements stated in Section 7-601 of the Vehicle Code.

The employee shall present evidence to support the Certification, when the certification is submitted.

**.612 Use of Privately-Owned Vehicles**

The Illinois Vehicle Code (Section 5/10-101b) prohibits IDES employees from operating privately owned vehicles on State business, unless they have the minimum insurance coverage required under Section 5/7-203 of the Code.

The minimum insurance coverage under this Section is as follows:

- \$20,000 for bodily injury to or death of any one person in any one motor vehicle accident;
- \$40,000 for bodily injury to or death of two or more persons in any one motor vehicle accident; and
- \$15,000 for injury to or destruction of property of others in any one motor vehicle accident.

The traveler's signature on the Form C-10 certifies that the traveler, if using a privately owned vehicle on State business, has a current valid driver's license and has the minimum coverage required by Section 5/7-203 of the Illinois Vehicle Code.

Any IDES employee who is traveling on official State business must confirm with the travel coordinator that there are no State pool vehicles readily accessible and available prior to using their personal car or rental vehicle for state travel.

Travelers with assigned State vehicles or with access to available pool vehicles must use those vehicles unless justification is presented and approval is given by the traveler's supervisor or manager, who has been expressly delegated that responsibility by the Director. This supervisor or manager must certify that use of the personal car is justified. Adequate cause for justifying use of a personal vehicle must include at least one of the following:

- Reasonable accommodation;
- Emergencies;
- Unavailability of State vehicles;
- The trip involves a prior or subsequent use of the vehicle for non-business purposes; and
- The use of a personal car does not increase the cost of travel to the State. Cost comparisons should be made using the [CMS trip cost calculator](#).

In most cases, Chicago Central Office staff will be required to use State vehicles. To this end, State vehicles may be kept at the traveler's home overnight or on weekends provided it is not used for non-State business.

#### .613 **Reimbursement for Headquarters/Residence Commuting**

The Governor's Travel Control Board requires that the following method for calculating mileage reimbursement be used for a personal vehicle.

- "Travel through the Headquarters" is defined as any travel to or through the corporate city limits of the traveler's designated headquarters.
- Only mileage in excess of commuting mileage is reimbursable.
- Traveler's "customary commuting mileage" (round trip) is required to be entered on the travel voucher. (See Travel Voucher or the [Travel Guide for State Employees](#).)

Headquarters is defined as the "corporate city limits" of the traveler's work location. If travel occurs into the corporate city limits of headquarters, the traveler must first deduct his or her customary commuting mileage to determine if there is any excess mileage for which reimbursement may be claimed. **Note:** Travelers are not reimbursed for their normal commuting mileage.

The deduction for customary commuting mileage only applies to travel to and from the traveler's residence, when the traveler requests mileage reimbursement and the travel involves going to or through the corporate city limits of the traveler's work location. If the traveler's residence is within the same corporate city limits as headquarters, the traveler always goes to or through the corporate city limits of headquarters when the residence is involved. Travelers should be cognizant that O'Hare Airport is within the corporate city limits of the City of Chicago.

The following examples illustrate the headquarters/residence rules.

- *Residence-Lincoln/Headquarters-Springfield.* The employee drives from residence in Lincoln to Chicago and returns to residence. The employee is entitled to reimbursement for all mileage because travel was not to or through headquarters.
- *Residence-Lincoln/Headquarters-Springfield.* The employee drives from residence to Collinsville and returns to residence. Reimbursement is allowed for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.
- *Residence-Carbondale/Headquarters-Marion.* The employee drives from residence to headquarters. Later, employee drives to Anna and returns to residence. Reimbursement is allowed for all mileage in excess of commuting mileage. i.e., employee must deduct the mileage from office to residence.
- *Residence-Evanston/Headquarters-James R. Thompson Center (JRTC), Chicago.* The employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. The allowable reimbursement is for all mileage in excess of commuting mileage because travel was through headquarters.
- *Residence-Chicago/Headquarters-JRTC, Chicago.* The 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, returns to headquarters and back to residence. Reimbursement is allowed for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no bearing on determining reimbursement.

**.614 Moving and Parking Violations**

Section 5040.530 of the Rules states: "...the driver of a State owned or controlled vehicle is responsible for all citations for moving or parking violations." This is also the IDES policy. The Department will provide the local police issuing a moving violation or parking ticket with the name of the individual liable for the payment of the ticket. Similarly, employees are responsible for payment of any moving or parking violations issued while using a rental vehicle.

Upon receipt of a notice of unpaid tickets or fines, the rental agency shall notify the issuing authority of the driver's name, address, and driver's license number of the affected employee.

**.615 Accidents and Breakdowns**

Procedures in this subsection supplement information in the Vehicle Operator's Instructions. The following information must be obtained from the other driver involved in the accident to enable the TCO to report all automobile accidents to the State's insurance company. It is preferable for the report to be completed at the time of the accident, either on site or at the police station. This way the IDES employee will have the complete information for the SR-1,

- The name, address, and driver's license number of the other driver; and the year, make, model, color, and the car's license plate number.
- The name and address of the other driver's insurance company, and if possible, the insurance agent and number of the other driver's insurance policy should also be obtained.

The State is self-insured for its own vehicles. Collision damage and public liability coverage to another person is provided by a policy the State maintains with an outside carrier.

The TCO will notify the CMS Division of Risk Management, at (217) 785-1973, of all automobile accidents involving injuries or death to employees traveling on State business, as well as accidents involving a second vehicle if damages of \$250 or more are incurred. IDES employees are financially protected by Workers' Compensation for injury or death, while riding in or driving a vehicle (whether privately owned, rented, or State owned), if the accident arises out of, and in the course of, the individual's employment. (See [Section 2009](#) of this Manual.)

The traveler should use the following guidelines when an accident or breakdown occurs.

- Call the police and the rental facility (if rental vehicle) immediately. The traveler shall call their emergency road service if available, as well as follow any additional instructions found in the glove compartment or rental agreement.
- Obtain the name of the investigating police department and the name, address, license and tag number, and insurance carrier, and policy number of the other vehicle's driver.
- Do not argue about who is responsible.
- The police will complete the Traffic Accident Report at the station. The Motorist's Report of Illinois Vehicle Accident (SR-1) is given to the driver to complete at home. The driver of the other car should also report to the nearest police station.

The traveler should submit the SR-1 to the TCO along with a copy of the Traffic Accident Report obtained from the police. The TCO will submit to the CMS Risk Management Auto Liability Officer a copy of the Traffic Accident Report, State employee's accident report, Illinois Motorist Report, SR-1, Auto Liability Transmittal Sheet, and Auto Liability Uniform Cover Letter for each accident reported by State employees within 7 days of the accident. The SR-1 will be forwarded to CMS upon receipt from the motorist.

The CMS Auto Liability Officer will be solely responsible for making any risk assessment and determining any disciplinary actions for State employees due to poor driving habits. These sanctions may include:

- issue a warning letter;
- recommend the employee enroll in remedial driving training;

- place the employee's State insurance coverage on probation; or
- revoke the employee's state insurance coverage (which may result in the employee's privilege to drive a State vehicle being suspended).

**.70 INSTRUCTIONS FOR COMPLETION OF THE TRAVEL VOUCHER, FORM C-10**

Each employee must complete Form [C-10, Travel Voucher](#), for their travel related expenses. In addition to the travel voucher, funds must be requested and encumbered either as a blanket for the bureau or division or individually for a specific trip via a requisition (RX) request and a purchase order (PO). A travel voucher must be submitted if direct billed or prepaid expenses are incurred, such as prepaid airline tickets, even though no reimbursement of travel expenses is being requested. The traveler should record expenses daily and submit a travel voucher at least monthly.

The supervisor signing the travel voucher will act as authorization for intrastate travel. Only one approval signature is required. For cases when the employee is not charging in-State expenses against a Non-PO blanket, the employee's cost center must enter a requisition request and the committing unit must enter a purchase order number to encumber the funds. No single travel voucher may exceed \$2,000 in total expenses, including all direct billed, prepaid, and reimbursable items. In those cases in which travel expenses exceed \$2,000, the expenses must be limited to expenses as of some date on the trip with the balance placed on a second voucher. Travel vouchers, when approved, should be delivered or mailed to the Accounts Payable Subdivision at the following address: Illinois Department of Employment Security, Accounts Payable, P.O. Box 7397, Chicago, IL 60680.

Travel Vouchers, not paid through the petty cash system, must be received by Accounts Payable within 30 days of the last day of the trip for which reimbursement is requested. Vouchers received after expiration of the 30-day period will not be processed unless the traveler submits a written request to the Director to waive the 30-day requirement and that request is approved. Accounts Payable will attach the written request and approval to the Department copy of the voucher.

If reasonable justification for the noncompliance is noted and submitted to the Director, the Director may approve the exception. The original affidavit request and approval must be submitted with the travel voucher.

The following rules will apply to all travel vouchers:

- The ending date of the last trip is the ending service date.
- The date the travel voucher is received by Accounts Payable is the proper bill date for determining the (IDES) 30- and (IRS) 60-day rules.

The following rules will apply to travel vouchers with multiple trips:

- The ending service date is the date that the last trip ends on the travel voucher.
- For efficiency purposes, the traveler can continue to combine multiple trips on one travel voucher as long as all the trips on the travel voucher have ending dates within the same calendar month. If an individual trip crosses over a month end, that trip must be reported on the travel voucher for the month in which the travel ended.

Travel vouchers less than \$50.00 that do not involve prepaid items and/or direct billing may be processed through petty cash rather than through Accounts Payable. For amounts less than \$20.00, barring any other restrictions, travel vouchers should be reimbursed through petty cash. (See [Section 3002](#) of this Manual.) **Note:** To avoid billing errors, it is recommended that travel vouchers be submitted to Accounts Payable at least monthly.

The Travel Voucher, with instructions, is available on the Intranet. When the template is used, the resulting forms should be printed, signed, and approved by the supervisor. All deputy directors and managers who report directly to the Director must have their travel vouchers reviewed and approved (as indicated by an initial in the approval portion of the document) by at least one other member of the executive staff prior to submission to the Director for approval.

Instructions are provided in this subsection for the items most often requiring correction. All inquiries to Accounting Services Division regarding travel reimbursement should use the reference number printed in the upper left hand corner of the voucher.

**All signatures on the travel voucher must be legible on the Comptroller's Copy.** The following item numbers correspond to the box numbers on the voucher. Questions should be directed to Travel pre-audit at (312) 793-9519 or 793-9516.

*Item 8.* Enter date of travel. If a trip was for more than one day, enter on a separate line the date for each day that expenses were incurred. If possible, leave space between the lines to allow for corrections.

*Item 9.* In "PLACE," indicate city of departure for each date of travel.

*Item 10.* Enter date, place, and time of arrival for each day of travel. If meals or per diem are not claimed, times of arrival and departure are not required. If claiming either meal allowance or per diem, specify the times as A.M. or P.M. The notation, "In and around Chicago," may be used in items 9 and 10 when neither meals nor per diem are being claimed and for intermediate days on trips of more than two days to a single location.

*Item 11.* Automobile mileage should be rounded off to the nearest whole miles as fractions of miles are not acceptable. Check the CMS travel reimbursement schedule for the current [mileage reimbursement rate](#). The preferred method to calculate mileage reimbursement is to use three decimal places for computations entered in columns 12 and 17 on the travel voucher. The sub-totals for these columns may then be rounded to two decimal places. If the subtotal entered in box 21 is an odd number, it will not equal the subtotal in box 22 when multiplied by the reimbursement rate. This is an acceptable situation.

*Item 12.* Automobile reimbursement is mileage times the rate. The Auto Reimbursement Item 12 and Line Totals Item 17 are to use three decimal places for computations. The sub-totals and totals are to be rounded to two decimal places.

*Item 13.* For bulk purchased prepaid tickets, in box #30, the carrier name, TR number, Prepaid Ticket number, and the cost of each ticket. The traveler must submit a travel voucher even if the prepaid ticket is the only expense incurred. Enter the total for all tickets on the line marked "minus prepaid," and deduct this amount from "Trans" and voucher subtotal.

*Item 14.* Enter the dollar amount charged for each day of lodging, including tax. For excessive lodging charges, if the daily amount exceeds the State reimbursement rate in Chicago, the traveler must have contacted a minimum of five preferred hotels, (i.e., hotels appearing in the *Travel Guide for State Employees*) prior to embarking on the trip. For all other areas within the State, and outside the State, a minimum of three preferred hotels must have been contacted. For areas with less than three hotels on the Preferred Hotel Listing, a minimum of three budget to mid-priced hotels must have been contacted (where available). Upscale or deluxe properties do not count as contacted properties unless they appear on the Preferred Hotel Listing. **Note:** Lodging is only allowed at non-preferred hotels if the rate offered is lower than the rates of preferred hotels in that particular area.

*Item 15.* Use only one: [Meal Allowance](#) or [Per Diem](#) per trip. Meal allowance is only used if travel status is not overnight or is less than 18 hours in one day. There is no meal reimbursement for lunch. Effective June 1, 2012, an employee must be on travel status, work at least 10 consecutive hours and work at least two hours prior to or past their regular work day to be eligible for a meal allowance. Under this policy, in order for an employee to be eligible for a breakfast reimbursement, the employee must be on travel status, work 10 consecutive hours and leave headquarters or residence (if reporting directly to the destination) two hours before the start of the employees regular work day. In order for an employee to be eligible for a dinner reimbursement, the employee must be on travel status, work 10 consecutive hours and arrive back at headquarters or residence (if reporting directly from destination) at least two hours after the end of the employees regular work day. For employees commencing travel after the close of business, dinner is allowable if travel commences within 1.5 hours after the end of the employees regular work day but only in the event that the traveler is not eligible for per diem.

Per diem must be used if a trip exceeds 18 hours in one day or overnight. Per diem is based on the quarter system for computing the allowance for days or fractions thereof. Each quarter shall be six hours commencing at midnight, 6:00 A.M., Noon, and 6:00 P.M. The traveler will be allowed one quarter of the allowance for each period of six hours or for fractions thereof.

*Item 16.* Other expenses include, but are not limited to, taxi fares, highway tolls, automobile rentals, and tips as allowed by the travel rules. Employees in travel status for seven or more consecutive days are allowed up to \$10.00 for cleaning expenses. The limit is not cumulative, i.e., if a person is in travel status for seven days on one trip and does not claim the allowance, it cannot be carried forward for a subsequent trip. In the case of unusual circumstances that warrant charges exceeding \$10.00, a memorandum of justification, approved by the division/region manager, should be attached to the travel voucher.

Line entries for other expenses, which exceed \$10.00 per entry, must be documented by attaching receipts. Multiple line entries per day are allowed. If receipts required pursuant to CMS Rule Subsection 2800.240(f) are not available, a statement signed by the traveler certifying the amounts paid will be accepted.

Direct billed for transportation lodging, meals, and other expenses which are billed to the State directly, must be itemized in detail and then deducted, so that the traveler is reimbursed only for actual expenses incurred. Footnote each item billed directly in box #30 showing the vendor name and attach receipts.

Charge card billed expenses, such as the Visa travel card, etc., require the State government rate. The traveler should be prepared to show Department identification. In order to be reimbursed for these expenses, receipts from the vendor(s) must be attached documenting the detailed expenses, e.g., daily room charges and taxes. Receipts should be attached for all expenses exceeding \$10.00, regardless of whether they are direct billed, prepaid, or traveler paid in cash or with a credit card.

*Item 21/28.* Enter subtotals. Multiple page travel vouchers may be used to report expenses providing the total does not exceed \$2,000. The reference number on the first page will apply to the attached vouchers. The top forms should be cut below the line for the subtotals, items 21-26, with the subtotals carried forward to the next form.

*Item 30.* Use this area to provide specific explanations. Explain any comments on the travel voucher, e.g., "My commuting (round trip) of xx miles was excluded from my reimbursable mileage," where applicable. If conference lodging was provided, write the following: "Conference Lodging." Traveler should prepare a travel voucher as soon as airline tickets are used and advise the TCO.

#### .701 **Accounting Codes**

Accounting Codes on the travel voucher must be completed and match the previously approved obligation of funds.

- Enter the *number* of the cost center which will be charged for payment using a leading zero.
- The regular appropriation account number for intrastate travel is 5010; Out-of-State travel is 5050.
- Sub-program codes are related to the revenue source of the program area for the cost center. If charges are to be made against multiple revenue sources, enter each budget activity code on a separate line. Do not exceed three budget activities. These codes must match those on the obligation of funds.
- A Detail Object Code (DOC) must be used on the travel voucher for employee travel mileage reimbursements. Payments for reimbursement of mileage expenses incurred by state officers and employees who traveled in connection with official state business, as provided by applicable travel regulations, must be coded to DOC 1295, Travel Mileage Reimbursement to Employees, and must be separately identified in boxes 18 and 19 on the C-10 Travel Voucher.
- The Grant Year (GY) is July 1 through June 30 for Wagner-Peyser, and Sub-program AS&T (001), and October 1 through September 30 for Unemployment Insurance and all other non-Wagner-Peyser functions. Enter only the last digit of the year.
- The State *Fiscal* Year is July 1 through June 30. Enter only the last two digits of the year.
- The State *Fund* is always 052.
- The State *Division* codes are as follows.

- 50 Central Administration (Cost Centers 2000)
- 51 Office of Financial Operations (Cost Centers 6xxx)
- 62 Workforce Development (Cost Centers 3xxx, 4xxx, and 7xxx)

The percent of total travel expenses must equal 100 percent. If charges are made to more than one budget activity, the split percentage amounts must equal 100 percent.

**.702 Traveler and Management Approval**

The traveler must sign, date, and write the office telephone number (including extension number) on the travel voucher. The phone number facilitates correction of minor details without having the voucher returned. The voucher should be submitted to employee's manager for approval.

**.703 Blanket Travel Obligation Sub-Program Codes**

Blanket obligations for intrastate travel are established for the Director's Office and for each of the bureaus. Individual travel voucher accounting codes must agree with the established blanket travel obligation. Travel which is chargeable to other budget activity codes must be obligated separately.

- Central Administration (Cost Centers 2xxx)
- Office of Financial Operations (Cost Centers 6xxx and 8xxx); State Division 51
- Workforce Development, (Cost Centers 3xxx, 4xxx and 7xxx State Division 62

**Note:** Travel charged to a budget activity that does not have a blanket obligation requires that a requisition (RX) request be prepared and approved prior to beginning travel.

**.80 HEADQUARTERS REPORT**

To be in compliance a purchase order should be created by the committing unit to encumber funds. Division/region managers who plan to charge a significant amount of travel to a sub-program other than cited above should request the Office of the Budget to establish a blanket travel obligation with the State Finance Act (30 ILC105/12-3) IDES submits a semi-annual headquarters report to the Legislative Audit Commission on January 15<sup>th</sup>, and July 15<sup>th</sup>, each year. The General Services Division (Procurement/Travel) semi-annually requests the assistance of all cost center managers and regional managers statewide, to prepare the [TA-2 Report](#), obtain the approval of the regional manager, if applicable, and forward the report to General Services (Procurement/Travel). This report includes those employees who have been temporarily assigned to a special task, project, etc., and must be away from their original headquartered location for a period of 20 hours or more each week. **Note:** For TA-2 purposes, cost center managers must report any employees away from their original location for 20 hours or more per week, who complete a travel voucher for expenses connected with their temporary assigned location.

It is important that the correct "headquarters" location be included on all travel vouchers. This is the original home cost center and city location for each employee even though the employee is temporarily assigned to a special project in another city. The original location must be recorded each time a travel voucher is submitted.

**.90 REFERENCES**

Sections 5/7-203 and 5/7-601(c) of the Illinois Vehicle Code (625 ILCS 5/7-203 and 5/7-601(c))

Sections 105/12-1, 12-2, and 12-3 of the State Finance Act (30 ILCS 105/12-1, 12-2, and 12-3)

Section 15 of the Smoke Free Illinois Act (410 ILCS 82/15)

Part 2800 of the rules of the Department of Central Management Services (Governor's Travel Control Board) (80 Ill. Adm. Code 2800)

Part 3000 of the rules of the Travel Regulation Council (80 Ill. Adm. Code 3000)

Part 5040 of the rules of the Department of Central Management Services (State Vehicles and Garage) (44 Ill. Adm. Code 5040)

Executive Order 10, Executive Order Requiring Additional Spending Reductions (2010)

Office of the Governor, Policy Regarding Individual Assignment of State Vehicles (April 12, 2010)

A [Travel Guide for State of Illinois Employees](#), Illinois Department of Central Management Services

Governor's Travel Control Board Travel Updates

Comptroller's Accounting Bulletin No. 134, Prompt Submission of Travel Expenses

Comptroller's Accounting Bulletin No. 135, Prompt Submission of Travel Expenses

[Section 1019](#), IDES Code of Ethics, of the Procedures Manual

[Section 2009](#), Workers' Compensation Act Claims, of the Procedures Manual

[Section 3002](#), Petty Cash, of the Procedures Manual