

The Vehicle Coordinator is responsible for the addition or deletion of employee names from the list of those authorized to use the credit card and for issuing the related PIN (personal identification number) which enables its use. Monthly, the Springfield Vehicle Coordinator will receive a detailed, statewide report from the charge card issuer identifying such things as who drove the car, miles driven, average mileage per gallon, where purchases were made and the amount of such purchases, etc. which will be reviewed for reasonableness and payment authorization.

Employees seeking reimbursement for travel expenses are required to complete a state travel voucher, Form C-10, and attach appropriate receipts for any transportation, lodging, or miscellaneous expense that individually exceeds \$10. In the event the employee has been unable to obtain such a receipt, a typed statement signed by the traveler that certifies the amount paid for the particular expense should be furnished.

If you will be traveling and need clarification of PTAB's travel and vehicle policies, we encourage you to confer with our agency's Travel or Vehicle Coordinator.

Section 7.2 (c) Care of Official Documents, Money and Property

The care of official documents is regulated by state law, and it is critical that all taxpayers and others doing business with PTAB be able to rely upon the truthfulness and accuracy of records secured and maintained by the Department. Moreover, if an employee submits or prepares any document or record which contains false information, it may jeopardize the value of an evidentiary review, affect the outcome of a case, and/or present an actual or potential risk of harm to those who are or would be parties to the appeal.

All records and documents in the custody of agency employees are for official use only. It is unlawful to conceal, alter, mutilate, obliterate, or destroy records or documents, or to remove or attempt to remove such records or documents with the intention of performing such actions. Records and documents are to be maintained and disposed of in accordance with established PTAB procedures and the State Records Act.

Employees will be held responsible for the loss, disappearance, or theft of official documents when attributable to negligence or carelessness. Employees are cautioned against leaving official documents unprotected in automobiles, on public conveyances, or in public places. Recovery of any documents may not necessarily relieve the employee of responsibility for its loss.

Money, property, or other items of value received by or coming into the custody of an employee in connection with the discharge of duties must be accounted for, deposited, or otherwise taken care of in accordance with established laws and procedures. For example, payment received in accordance with a FOIA request shall be processed by Fiscal for deposit into the Treasurer's Office; in other instances, such items may represent a conflict of interest under the Ethics Act. If you have any questions about such matters, it is advisable to first confer with your supervisor.

Section 7.3 Outside Employment

Approved _____
Louis G. Apostol

Effective Date January, 2012

Employees are asked to keep their personal mobile phones or other texting devices off during work hours, unless needed for specific work-related purposes, in cases of emergency, or with permission from the employee's supervisor. Texting or cell phone use is absolutely prohibited while driving as part of your employment duties.

Section 7.2 (b) Travel and State Vehicles

Many PTAB employees are required to travel in order to accomplish assigned duties. PTAB utilizes the Travel Guide for State Employees, posted on our Intranet site, to set out guidelines for employees to follow. Employees who will be traveling during the course of their duties should familiarize themselves with the contents of this manual. Failure to comply with the travel regulations may result in disciplinary action and/or can delay (or possibly eliminate) payment for reimbursement of expenses.

Employees who are required to travel on official state business by driving an automobile must possess a valid driver's license and the minimum levels of insurance coverage established by the Illinois General Assembly and referenced in the Travel Guide. Failure to do so may result in disciplinary action.

PTAB maintains a small fleet of vehicles at both our Des Plaines and Springfield locations. State vehicles are to be used for official business only, and are not assigned to any particular person on an on-going basis. If you will need to use an automobile to carry out your responsibilities, it will be necessary for you to contact the Vehicle Coordinator so that your name may be added to those authorized to make credit card purchases for such routine automotive related items as gas, to obtain the keys and Mileage and Vehicle Cost Report log for the assigned vehicle, to obtain both the credit card for automotive related routine items and the CMS credit card with instructions to follow in the event of an accident, and to identify the length of time the vehicle will be needed. Persons authorized to use state vehicles are responsible for their safe operation, and must comply with all traffic laws. A Vehicle Operator's Manual should be present in the state vehicle's glove box at the time it is released to the employee.

Drivers of vehicles owned or leased by the State are covered by the State of Illinois self-insured motor vehicle liability plan. If an accident occurs involving an employee's own vehicle while it is being used for state business, the individual's insurance policy is the primary coverage source. Liability amounts in excess of this primary coverage will be subject to the insurance coverage of the State.

The employee should fill the state vehicle with gas upon the completion of the trip and return it to its assigned parking space as soon as practicable to enable its use by other employees and promptly return the Mileage and Vehicle Cost Report log with all related items (receipts, vehicle keys, credit cards) to the Vehicle Coordinator. The mileage report should be completed by showing starting and ending mileage and stapling credit card receipts for such items as gas or oil to the back of the mileage log page. Any items seeming to need repair or attention should be reported to the vehicle coordinator, who is responsible for coordinating maintenance with CMS.

Approved _____
Louis G. Apostol

Effective Date January, 2012