

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

March 28, 2018

10:00 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 Chicago* Tim McDevitt, Chairman

##### Members

*In Springfield* Jim Foys, Member

##### Staff

*In Springfield*

Kelley Wells, State Travel Coordinator

*In Chicago*

Ennedy Rivera, CMS Legal Services

##### Not Present

Morgan Kreitner

#### I. Call to Order

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

#### II. Consideration of Minutes

November 8, 2017

The minutes of the meeting of the November 8, 2017 meeting were approved. Motion made by Jim Foys with a second by Chairman McDevitt to approve the minutes.

#### III. Exceptions

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

Minutes – March 28, 2018

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Exception Report

Approved Travel Exceptions

- 1) CMS – Hotel Early Departure Fee
- 2) EPA – Airfare Booked with 3<sup>rd</sup> Party Vendor
- 3) IDES – Airline Ticket Unused
- 4) Veterans' Affairs – Airfare Booked with 3<sup>rd</sup> Party Vendor
- 5) IDOT – Employee Controlled Housing for Engineers
- 6) IDOT – Amtrak Fare over the State Rate
- 7) IDOT – Valet Parking
- 8) IL Gaming Board – Resort Fee
- 9) IL Gaming Board – Resort Fee
- 10) IL Gaming Board – Resort Fee
- 11) IL Gaming Board – Resort Fee
- 12) ISP – Blanket Exception for IL State Police Executive Protection Unit
- 13) Insurance – Amtrak Fare over the State Rate
- 14) DCEO – Amtrak over the State Rate
- 15) DCEO – Early Departure Fee

Travel Exceptions – Denied

- 1) IDES – Fuel Prepayment Reimbursement
- 2) IDOT – Air Fare Cancellation Plan
- 3) Illinois Labor Relations Board – Meal Allowance
- 4) Illinois Labor Relations Board – Meal Allowance

IV. New Business

- 1) The Board discussed the practice of allowing employees to utilize their personal vehicle in lieu of a rental with a flat \$32.00 reimbursement rate. A Travel Update will be drafted to inform employees and agencies about the official policy.
- 2) A question was raised regarding employees who have two homes with regard to personal mileage reimbursement and commuting miles. The IRS definition of Primary Residence will be considered for this purpose.
- 3) The Board decided to rescind Travel Update 17-05.

V. Adjournment – A motion was made to adjourn the meeting at 11:00 am by Chairman McDevitt. Jim Foys seconded the motion.