

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

March 16, 2022

12:30 PM

Webex

MINUTES

PRESENT:

Webex:

Anthony Pascente, Chairman
Jim Foys, Member
Ken Steele, Member
Sean Coombe, Attorney
Lexi Landers, State Travel Coordinator
Kelley Wells

I. Call to Order

At approximately 12:34 PM Chairman Anthony Pascente called to order a meeting of the Governor's Travel Control Board.

II. Consideration of Minutes

December 6, 2021

The minutes of the meeting of the December 6, 2021 meeting were approved. Motion made by Jim Foys with a second to approve by Chairman Anthony Pascente

III. Exceptions

Approved Travel Exceptions

- 1) Illinois Department of Corrections – Hotel Charge for Late Cancellation
- 2) Illinois Department of Transportation – Waiver for FY 2023 Controlled Housing
- 3) Illinois Department of Transportation – Waiver for FY 2022 Controlled Housing
- 4) Illinois Department of Commerce and Economic Opportunity – Excess Baggage Fees

IV. New Business

Update on Electronic Travel Voucher

Was discussed that the Comptroller's office is accepting electronic signatures and not requiring the original documents. This is a great improvement eliminating sending these items by mail. Chairman Anthony Pascente did speak with DoIT regarding Revenue's electronic system, they stated this system was provided by a contractor and DoIT is not able to make adjustments or add additional agencies. However DoIT stated they will look into issue.

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10 Hour Rule for Meals

It was discussed how the policy regarding the 10 hour rule for meals is not the same as the policy. It is causing confusion. Sean Coombe was asked what it would take in order to make the policy a new rule. He discussed that it could take 90-120 days till the new rule is put into place. Chairman Anthony Pascente and member Jim Foys both stated they supported making this policy a rule. Ken Steele asked for clarification on per diem and meal allowances. Kelley Wells stated that after 18 hours of travel an employee is then given per diem and not meal allowances. After the clarification Ken Steele voiced support for the change in the rules. Chairman Anthony Pascente asked Sean Coombes to draft the rule change. This issue will be on the next agenda for an update.

Ken Steele brought up the out of country meal allowances. Kelley Wells stated that meals for out of country can be turned in as reasonable expenses. There is no set amount for out of country travel. Updating the website by adding a section for out of country travel that makes clear all expenses as long as reasonable are covered was suggested. Chairman Anthony Pascente asked Sean Coombe to draft language in regard to out of country travel. Update will be on the agenda for the next meeting.

- V. Adjournment – A motion was made to adjourn the meeting at 1:04 PM by Ken Steele and Chairman Anthony Pascent seconded the motion.