

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

June 22, 2022

1:00 PM

Webex

MINUTES

PRESENT:

Webex:

Anthony Pascente, Chairman
Jim Foys, Member
Sean Coombe, Attorney
Lexi Landers, State Travel Coordinator

I. Call to Order

At approximately 1:05 PM Chairman Anthony Pascente called to order a meeting of the Governor's Travel Control Board.

II. Consideration of Minutes

March 16, 2022

The minutes of the meeting of the March 16, 2022 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 Insurance – Amtrak Rate
- 2) Illinois Department of Commerce & Economic Opportunity – Out of Country – Breakfast Charges
- 3) Illinois Department of Commerce & Economic Opportunity – Out of Country – Excess Rental Car Fee
- 4) Illinois Department of Commerce & Economic Opportunity – Out of Country – Business Meal Fees
- 5) Illinois Department of Public Health – Rental Car Fees for New Employee (it was requested that the Agency be reminded of responsibility of notifying new employees of travel rules)
- 6) Illinois Department of Public Health – Valet Parking Fee
- 7) Illinois State Police – Blanket Exception Request – Lodging and associated fees while travelling with Constitutional Officers
- 8) Central Management Services – Amtrak Rate (approved based on CMS providing receipt)
- 9) Illinois Gaming Board – Approved fees incurred by Marcus Fruchter only
- 10) Illinois Tollway – Emergency Lodging (approved based on requestor providing receipts)

STATE OF ILLINOIS
Governor's Travel Control Board

Minutes – June 22, 2022

Page 2 of 3

Denied Travel Exceptions

- 1) Illinois Gaming Board, Blanket Exception (this request was included with request for reimbursement to Marcus Fruchter)

IV. New Business

- 1) Update on Electronic Travel Voucher

Chairman Anthony Pascente stated that Dolt is not prepared to add additional functionality to applications at this time.

- 2) 10 Hour Rule for Meals

Sean Coombe provided the following draft language for rule change and it was approved to move forward:

Section 2800.510 Meal Allowances (new)

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 workday to be eligible for a meal allowance. This rule shall be applied as follows:

- (a) 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 prior to the start of the employee's regular workday.*
- (b) 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 following the end of the employee's regular workday.*
- (c) For employees commencing travel after the close of business, dinner is allowable if travel commences within 1.5 hours after the end of the employee's regular workday, but only in the event that the employee is not eligible for per diem.*

- 3) Update on Draft Rule Change for Out of Country Travel

Sean Coombe provided the following draft language options for rule change requested board to decide which was needed:

*Section 2800.610 Out-of-Country Travel Expenses (new) **Option 1***

When an employee is on travel status and is travelling out of the country, all expenses related to transportation and meals shall be reimbursable by the State so long as such expenses are reasonable.

OR

STATE OF ILLINOIS
Governor's Travel Control Board

Minutes – June 22, 2022

Page 3 of 3

*Section 2800.610 Out-of-Country Travel Expenses (new) **[Option 2]***

When an employee is on travel status and is travelling out of the country, all expenses shall be reimbursable by the State so long as such expenses are reasonable.

With regard to option 2, Jim Foys questioned if there is an explanation of “reasonable”. Anthony Pascente stated Agency heads determine and give permission for out of county travel as the funds come from the Agency’s budget. Jim Foys stated agencies sign off on out of country travel estimates. Lexi Landers stated that there is a current issue on the travel website, it is not clear what is covered for out of country travel.

With regard to option 1, Chairman Anthony Pascente made note that it does not state lodging, only transportation and meals. He requested that lodging be added to option 1. Jim Foys made note that it is implied that lodging would not be covered. Sean Coombe agreed to add lodging to option 1. In addition it was asked to add language that includes that travel must have prior approval by agency Director or designee. Anthony Pascente and Jim Foys both agreed to move forward with the requested changes to option 1. Lexi Landers stated that once that is completed and approved by JCAR the rule will be added to the travel website.

- V. Adjournment – A motion was made to adjourn the meeting at 1:48 PM by Jim Foys and Chairman Anthony Pascente seconded the motion.