



Illinois Department of Corrections

Administrative Directive

Number: <b>02.37.105</b>	Title: <b>Overnight Out-of-State or Out-of-Country Travel</b>	Effective: <b>12/1/2020</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	02.37.105 effective 11/1/2005

<b>Authority:</b> 30 ILCS 105/12, 730 ILCS 5/3-2-2, 80 IAC 2850, Statewide Accounting Management System (SAMS)	<b>Related ACA Standards:</b> 5-ACI-1B-01, 5-ACI-1B-03, 5-ACI-1B-07, 5-ACI-1B-08, 5- ACI-1B-10, 5-ACI-1B-12
<b>Referenced Policies:</b> 02.37.101	<b>Referenced Forms:</b> C-10 – Travel Voucher C-13 – Invoice Voucher DOC 0277 – Out-of-State or Out-of-Country Travel Request

**I. POLICY**

The Department shall obtain prior approval from the Governor's Office of Management and Budget when out-of-State or out-of-country travel is required.

**II. PROCEDURE**

**A. Purpose**

The purpose of this directive is to establish guidelines for obtaining the appropriate approval for out-of-State or out-of-country travel and for processing travel expenses.

**B. Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

**C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

**D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

**E. Definition**

Chief Administrator – For purposes of this directive, the respective Deputy Director or Chief or the highest ranking official of a correctional facility.

**F. General Provisions**

1. Travel outside the State of Illinois shall be considered out-of-State travel.
2. Travel outside the contiguous United States shall be considered out-of-country travel. For purposes of this directive, travel to Alaska and Hawaii shall be considered out-of-country travel.

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3. Requests for approval of out-of-State or out-of-country travel shall be submitted to the Manager of Staff Development and Training on an Out-of-State or Out-of-Country Travel Request, DOC 0277, at least 50 days in advance of the departure date.
4. The Manager of Staff Development and Training shall process the travel requests using the automated E-Travel system through Fiscal Services and the Director to the Governor's Office of Management and Budget (GOMB).
5. Travel requests shall be submitted to the Director at least 45 days in advance of the departure date or as soon as the need for travel is determined to allow time for approval and processing.
6. Travel requests shall be submitted to the GOMB no later than 30 days prior to the departure date or as soon as the need for travel is determined.

**G. Requirements**

1. All Department Employees Excluding Parole and Apprehension
  - a. The employee requesting permission to travel shall submit the DOC 0277 to the Chief Administrator.
  - b. The Chief Administrator shall review the request and verify the available funding to accommodate the request. If approved, the Chief Administrator shall sign the request and forward it to the Manager of Staff Development and Training.

**NOTE:** Each employee must complete and sign a separate DOC 0277 when there are multiple travelers for the same trip. The Chief Administrator shall ensure that all travel requests for the same trip are sent to the Manager of Staff Development and Training attached together.

- c. The Manager of Staff Development and Training shall:
  - (1) Ensure the DOC 0277 is properly completed, including a description of the purpose of the travel; supporting information regarding the critical nature of the travel; and a clear justification for each person requesting travel.
  - (2) Calculate allowance limitations for meals, transportation and lodging per Administrative Directive 02.37.101.
  - (3) Ensure that the travel is critical, pertinent and necessary.
  - (4) Complete the automated E-Travel and approve or deny the request. Multiple travelers for the same trip shall be placed on the same E-Travel.
    - (a) Forward approved requests to the Division of Finance and Administration, Chief Financial Officer (CFO).
    - (b) Return denied requests to the Chief Administrator.
  - (5) Retain a copy of the request and the E-Travel.
- d. Upon receipt of the E-Travel, the CFO shall:
  - (1) Ensure that the funding sources provided are available.
  - (2) Forward approved requests to the Director.

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- (3) Return denied requests to the Manager of Staff Development and Training.
  - e. The Director shall review the E-Travel and ensure the information and justification meet the GOMB's travel restrictions and requirements.
    - (1) If approved, forward the E-Travel to the GOMB.
    - (2) If denied, return the E-Travel to the CFO, who shall return the denied E-Travel to the Manager of Staff Development and Training.
  - f. The GOMB shall provide a recommendation to the Office of the Governor for a final decision.
  - g. The GOMB shall notify the Manager of Staff Development and Training when the E-Travel has been approved or denied.
  - h. The Manager of Staff Development and Training shall notify the Chief Administrator of all approvals and denials at any level.
2. Parole and Apprehension
- Special provisions shall be granted to parole and apprehension employees who are required to travel out-of-State or out-of-country with short notice for extraditions. The Department has obtained blanket authorization for out-of-State travel for extraditions from the GOMB Out of State Travel Coordinator. Such travel shall not be processed through the E-Travel system.
3. Return from Travel
- a. Upon return from the approved travel, a copy of the approved DOC 0277 and approved E-Travel request shall be attached to each Travel Voucher, C-10, and each Invoice Voucher, C-13, for payment of all expenses of the travel.
  - b. If the actual cost of the travel exceeds the approved DOC 0277, an amended DOC 0277 with a notation of "Amended" in the upper right corner shall be prepared by the traveler and forwarded along with documentation supporting the expenses to the CFO for approval.
  - c. Questions concerning out-of-State or out-of-country travel shall be directed to the Manager of Staff Development and Training.
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