



State Employee Business Transportation Policy

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State Travel Control Board Rules indicate agencies and drivers are responsible to select the least costly mode of transportation available for state business. The following policy is intended to assist agencies in cutting the costs and environmental impacts of transportation and in choosing the most efficient transportation option available. This policy applies to all agencies under the Governor. Agencies may adopt more stringent policies internally. For further information on travel solutions please contact your agency travel coordinator.

1. Consider if the travel is essential and avoid it if possible utilizing telephone, videoconference or webinar when feasible.
2. Consider mass transit such as Amtrak. Train fares are very low cost and provide employees time to work while in transit.
3. If transport by car is the most cost-effective option and a state car is available, use it. Contact your agency vehicle coordinator for information on availability.
4. Using a personal car and receiving mileage reimbursement can be expensive, consider the available options. If a state car is not available, please look to car sharing or car rental. The State of Illinois utilizes Hertz Car Rental. Your agency travel coordinator can provide further details.