

## CHAPTER 9 TRAVEL AND VEHICLE USE

### 9-1 Policy

Because many Agency employees must travel in order to accomplish assigned duties, this Chapter provides general information concerning travel. Other resources identified below must be consulted for specific details and additional guidance.

- A. It is the policy of the Agency that all work-related travel shall be by the most economical means available considering travel time, costs, and work requirements. Each Bureau and Division has a designated Travel Coordinator through whom travel arrangements are to be coordinated. Travel Coordinators work closely with the Agency's fiscal personnel and outside travel agencies to help assure that the most economical and practical means of transportation is arranged.
- B. Travel is governed by regulations issued by the State of Illinois Travel Regulation Council and the Governor's Travel Control Board. These regulations prescribe permissible reimbursement for reasonably authorized travel expenses incurred by employees in the performance of their duties. The *Travel Guide for State Employees* explains reimbursable hotel, meal, transportation, and other costs. A copy of the guide can be found at [http://www.cms.il.gov/cms/2\\_servicese\\_oth/trvlguid.htm](http://www.cms.il.gov/cms/2_servicese_oth/trvlguid.htm). Each traveling employee is responsible for assuring his or her compliance with these regulations.

### 9-2 Approval to Travel

- A.
  - 1. Employees must obtain written approval in advance of making final travel arrangements. If an emergency need arises for in-state travel that does not allow written approval in advance, verbal approval from the appropriate supervisory personnel shall be obtained, and then documented, signed, and attached to the travel voucher. Under no circumstances may employees travel out-of-country or out-of-state without prior approval, as provided below.
  - 2. Failure to obtain approval in advance for travel may result in denial of a request for reimbursement.
  - 3. Once approval for planned travel is obtained, employees are to make final travel arrangements, including booking of hotels, trains, and air travel, through their Travel Coordinator. Repeated failure to use the

appropriate Travel Coordinator may result in denial of a request for reimbursement.

- B. Out-of-Country Travel. Out-of-country travel consists of any travel outside the contiguous United States. At least 35 days prior to the planned travel for work-related business, the traveler shall:

1. obtain the approval of his or her Bureau Chief or Manager; and,
2. provide the necessary information to his or her Travel Coordinator in order to initiate a Travel Request in the Governor's Office of Management and Budget eTravel System.

If final approval is received, the Travel Coordinator will be notified to make the necessary travel arrangements.

- C. Out-of-State Travel. At least 35 days prior to the planned travel for work-related business, the traveler shall:

1. obtain the approval of his or her Bureau Chief or Manager; and,
2. provide the necessary information to his or her Travel Coordinator in order to initiate a Travel Request in the Governor's Office of Management and Budget eTravel System.

If final approval is received, the Travel Coordinator will be notified to make the necessary travel arrangements.

- D. In-State Travel by a Group of Five or More Employees. At least three weeks prior to the planned travel for work-related business, the group travelers shall each submit a completed State of Illinois Request for Travel Form approved by the Bureau Chief or Manager for consideration by the Director's Office. Their forms shall be submitted together with a short cover memo describing the proposed group travel. If approved by the Director's Office, the form shall then be routed to the appropriate Travel Coordinator for final action.

- E. In-State Overnight Travel.

1. Whenever an in-state overnight stay is reasonably anticipated, Travel Coordinators are required to contact hotels that appear on the Preferred Hotel Listing contained in the *Travel Guide for State Employees* in order to obtain the state rate for lodging. When seeking lodging in Chicago or Springfield, a minimum of five hotels must be contacted before an overnight stay can be authorized at a rate greater than the state rate. Elsewhere within the state, a minimum of three hotels must be contacted. If an emergency need for overnight

accommodations arises, all reasonable measures shall be taken to satisfy this requirement.

2.
  - a. At least one week prior to the planned travel for work-related business, the traveler shall submit a completed State of Illinois Request for Travel Form to the Bureau Chief or Manager, together with documentation identifying each of the specific hotel(s) contacted and the lowest rate each offered. If the state rate is obtained, Bureau Chief or Manager approval is sufficient, and the form shall be routed to the appropriate Travel Coordinator for final action.
  - b. If the state rate is not obtained, the traveler must submit the completed State of Illinois Request for Travel Form approved by the Bureau Chief or Manager, together with documentation identifying each of the hotels contacted and the lowest rate offered by each, for consideration by the Director's Office, at least one week before the planned travel. Only if written approval for the travel is granted by the Director's Office shall the form be routed to the appropriate Travel Coordinator for final action.
- F. **In-State Air or Train Travel.** At least one week prior to the planned travel for work-related business, the traveler shall submit a completed State of Illinois Request for Travel Form to the Bureau Chief or Manager. Once approved by the Bureau Chief, the form shall be routed to the appropriate Travel Coordinator for final action. Bureau Chief and Manager requests for approval of their own travel shall be submitted to the Deputy Director.
- G. **Automobile Travel.**
  1. The Agency maintains a fleet of motor vehicles assigned to Agency bureaus, divisions and offices for work-related use by employees. It is the policy of the Agency that employees must fully utilize their bureau's motor pool whenever possible. When a vehicle is not available from their bureau, the other bureaus, divisions and offices shall be contacted to determine if a vehicle is available.
  2. An employee may use his or her personal vehicle for work-related travel only when an Agency vehicle is not available or when other circumstances warrant. The employee shall obtain his or her supervisor's approval in writing before utilizing a personal vehicle. The written approval, together with the employee's signed explanation of the reason(s) why an Agency vehicle could not be used for work-related travel, shall be attached to the travel voucher requesting reimbursement for mileage borne in the employee-owned vehicle.

3. Employees using state-owned or privately owned vehicles for work-related purposes should also consult Section 9-4 Vehicle Use.
- H. Employees whose work requires regular or frequent travel may be issued a government credit card. See Section 11-7 State-Issued Credit Card. These cards are distinguished from vehicle credit cards, which are credit cards issued for each vehicle owned or leased by the agency. See Section 9-5 State Vehicle Credit Cards and Purchases.

### 9-3 Travel Vouchers

- A. Agency employees use travel vouchers to claim reimbursement for work-related travel. An employee who signs and submits a Travel Voucher Form for reimbursement is wholly responsible for the accuracy of the information it contains. It is imperative that employees carefully inspect vouchers before signing and submitting them.
- B. Travel vouchers seeking reimbursement for unapproved travel, for travel that is not work-related, or for costs that exceed those authorized by regulation, will not be reimbursed. Intentional violation of travel regulations or these policies may subject an employee to disciplinary action up to and including discharge.
- C. Employees are obligated to submit travel vouchers in a timely fashion. Vouchers must be submitted within one month after the completion of the travel for which reimbursement is sought and must be limited to trips that occur in the same calendar month. A trip that crosses over a month end should be included on the next month's travel voucher.
- D. Travel agency service fees for air or train travel between Chicago and Springfield are not reimbursable.

### 9-4 Vehicle Use

- A. General Policy
  1. Agency employees who operate state- or privately-owned vehicles for work-related purposes are required to operate them within the law and in accordance with Agency policy.
  2. Employees shall operate vehicles in compliance with any corrective lens or other restrictions appearing on their licenses.

3. In addition, all employees must be aware of and comply with *Illinois Executive Order No. 4 (1992), "Possession and Consumption of Alcohol or Drugs in State Vehicles or in Private Vehicles Being Used at State Expense."* The Executive Order states that employees possessing or consuming alcohol or drugs in state vehicles or in private vehicles being used at state expense shall be subject to discipline, up to and including discharge.
  - a. Any employee who takes a test that discloses either that alcohol concentration in the employee's blood or breath was 0.08 or greater or that the employee had used an unlawful drug or drugs is subject to discipline, up to and including suspension from employment without benefits pending the hearing or discharge. The test must have been administered at the direction of a law enforcement officer due to an arrest involving the employee's operation of a state vehicle or operation of a private vehicle on state business.
  - b. Any employee whose driver's or operator's license is suspended for refusal to submit to a test or tests for determining the content of alcohol or other drugs in the employee's blood may be subject to discipline up to and including suspension without benefits pending hearing or discharge. The refusal must have occurred in connection with the employee's arrest arising out of the operation of a state vehicle or of a private vehicle on state business.
  - c. Upon finding of not guilty or the dismissal of the charges, the employee will be restored to the same or similar position classification in the Agency and work location held at the time of the suspension plus back pay and restoration of all benefits for the period of the suspension. A similar position classification includes:
    1. The same position classification with different duties;
    2. Successor position classification; or
    3. Different position classification having related requirements and duties and the same salary or wage assignment.

However, a finding of not guilty or dismissal of the charges does not automatically require restoration to the same or similar position classification in the Agency and the same work location. If the facts giving rise to the arrest warrant discipline

for violation of any other rule or condition of employment, the Agency may impose discipline consistent with the violation or conditions of employment. This policy shall be applied in a manner consistent with any applicable collective bargaining agreements.

- B.
  - 1. Any employee whose job description requires that he or she possess a valid driver's or operator's license, or who operates state vehicles or other mobile state equipment, or who operates private vehicles at state expense, must have a valid driver's or operator's license or special permit in the correct classification for the type of vehicle being operated.
  - 2. Every employee whose job description requires that he or she possess a valid driver's or operator's license, who is assigned a state vehicle or other mobile state equipment, or who operates private vehicles at state expense, shall provide proof of liability insurance coverage to his or her Travel Coordinator.
- C. An employee shall immediately notify his or her supervisor in writing if his or her license becomes invalid, suspended, revoked, or lost. Failure to report this information could result in disciplinary action, up to and including discharge.
- D.
  - 1. Invalid License - Impact Statement. If an employee's license becomes invalid, his or her Manager, Bureau Chief, or Deputy Director, as the case may be, shall prepare an Impact Statement. The Impact Statement shall include:
    - a. A copy of the employee's job description;
    - b. An analysis of the impact of the employee's loss of license on the Agency; and
    - c. The Bureau Chief's or other supervisor's recommendation.

The Bureau Chief or other supervisor shall submit the Impact Statement to the Director. If appropriate, a referral may be made to the Employee Assistance Program pursuant to **Section 8-5 Employee Assistance Program**. No other action shall be taken, however, until the impact statement has been reviewed and the Director approves the action.

- 2. When an employee's license becomes invalid and that invalidity will have a significant effect on the performance of the employee's duties, will increase the costs of the Agency's operations, the Agency's

*Chapter 9: Travel and Vehicle Use*

liability, or create an adverse public image, or where the employee's position requires that he or she possess a valid license, the employee must choose one of the options listed in subsections (a) and (b) below. The employee shall not be permitted to utilize benefit time and shall not be permitted to take a leave of absence (other than the unpaid general leave of absence provided for in subsection (a) below) during any period in which his or her license is invalid, unless state or federal law dictates otherwise.

- a. The employee may opt to take an unpaid general leave of absence not greater than 90 calendar days from the date the license becomes invalid. If the employee obtains the necessary license during the 90-day period, he or she will be allowed to return to work after he or she has submitted the appropriate documentation to his or her Bureau Chief or other supervisor demonstrating that vehicle operation privileges have been restored. If this option is selected by the employee and he or she has not obtained a valid license or permit by a date fifteen (15) working days prior to the end of the unpaid leave of absence, the employee shall be notified of his/her pre-termination meeting in writing by certified mail, return receipt requested, at the employee's last home address listed in the personnel file. The pre-termination meeting shall be scheduled ten (10) working days prior to the 90th day of the employee's leave. The employee shall be discharged effective the day after the leave of absence expires.
  - b. The employee may opt to terminate his or her employment through resignation with no prejudice.
3. When an employee's license becomes invalid and it is determined through the Impact Statement that said loss would not have a significant effect upon the Agency, no action will be taken.
- E. Discipline. Any employee who fails to notify his or her supervisor of the invalidity of his or her license or who works without a valid license, and said loss did have a significant effect on the performance of the employee's duties, could increase the costs of Agency operations, the Agency's liability, or create an adverse public image, or where the employee's position required that he or she possess a valid license, shall be disciplined as follows:
1. An employee whose violation does not exceed thirty (30) calendar days shall be suspended for one (1) calendar day for each day his/her license was invalid.

2. An employee whose violation exceeds thirty (30) calendar days shall be discharged.
  3. Any employee whose license becomes invalid for a second time in five years while employed by the Agency in a position that has impact as described in Section 9-4(D) above shall be discharged.
- F. An employee's supervisor(s) shall not knowingly allow an employee to operate Agency vehicles or equipment or private vehicles or equipment at the Agency's expense without a valid license or permit. Allowing an employee to do so shall be cause for discipline of the supervisor(s) up to and including discharge.
- G. An employee who may lose or have his or her license canceled, suspended, or revoked by the Secretary of State's Office may make application for a restricted driving permit that is subject to provisions established by the Secretary of State. A request by the Secretary of State for proof of the need for the employee to operate a vehicle in the course of employment will be completed by the employee's Manager or Bureau Chief on the form provided by the Secretary of State's Office.
- H. Agency vehicles are provided for use only during the course of official state business. Because the vehicle is property of the State of Illinois, there should be no expectation of privacy in the vehicle or its contents. Any state-owned vehicle is subject to search without consent or notice at any time by appropriate personnel of the State of Illinois or law enforcement.

#### **9-5 State Vehicle Credit Cards and Purchases**

- A. The Department of Central Management Services (CMS) operates state garages and service stations throughout Illinois for the purpose of servicing state vehicles. Information concerning these facilities is available in the *Vehicle Operator's Manual* located in the glove compartment of each state vehicle.
- B. Employees who operate state vehicles are encouraged to use CMS garages and service stations for gasoline purchases and service when it is efficient to do so.
- C. 1. Two vehicle credit cards are assigned to each state vehicle: a blue and white State of Illinois Card, and a Wright Express swipe/pay-at-pump card (WEX card). These cards are valid only for the state vehicle that bears the corresponding license plate number. They are to be used only for gasoline and other vehicle purchases related to the operation of that vehicle.



2. Information concerning general government credit cards, also known as "Diner's Club cards," can be found in Section 11-7 State-Issued Credit Card. Except in emergency situations, general government credit cards are not to be used for gasoline or other vehicle purchases.
- D. The blue and white State of Illinois card is for use at CMS garages and service stations for state vehicle gasoline purchases and service. In addition, the Agency Vehicle Coordinator and other designated state employees use this card for CMS garage and service station purchases and service at sublet service vendors.
- E. If a CMS garage or service station is not readily available, employees may use non-government service stations for state vehicles. The WEX card is to be used for purchases at such service stations. A pamphlet listing the major service station retail chains that honor the WEX card accompanies the WEX card, and should be kept in the vehicle.
- F. Vehicle operators should determine whether the particular outlet accepts the WEX card before making a purchase.
- G. The budget officer of each Bureau, Division, or Office shall assign its employees a PIN number for use with all state vehicle WEX cards. The PIN number assures that the proper Bureau, Division or Office is charged for a particular purchase, even though the CMS motor pool or another Agency Bureau, Division or Office may have provided the vehicle being used.
- H. WEX card procedure (for use at non-government service stations):
  1. Insert card into slot at pump or present card to cashier after pumping gas.
  2. Enter odometer reading from vehicle. Press enter.
  3. Enter driver PIN #.
  4. If paying at pump, start pumping gas.
  5. When finished, get RECEIPT.
  6. Print your name, your bureau, and the license number of the vehicle on the receipt legibly. Process the receipt pursuant to your Bureau, Division, or Office procedures.

7. Employees may use the WEX card for emergency miscellaneous purchases related to work such as ice, batteries, and emergency repairs such as flat tires. The WEX card must be submitted prior to each purchase of products or services for the state vehicle.
8.
  - a. The WEX card authorizes the purchase of gasoline, oil, oil change/lubrication, washing, towing, and tire repair not to exceed \$50, or for emergency repairs up to \$200.
  - b. All other mechanical repairs require CMS authorization, which must be obtained through the appropriate Bureau, Division, or Office Vehicle Coordinator.
- I. Blue and white State of Illinois card procedure (for use at CMS facilities):
  1. Insert card into slot at pump.
  2. Start pumping gas.
  3. When finished, get RECEIPT.
  4. Process the receipt pursuant to your Bureau, Division, or Office procedures.
  5.
    - a. The blue and white State of Illinois card authorizes the purchase of gasoline, oil, oil change/lubrication, washing, towing, and tire repair not to exceed \$50, or for emergency repairs up to \$200.
    - b. All other mechanical repairs require CMS authorization, which must be obtained through the appropriate Bureau, Division, or Office Vehicle Coordinator.
- J. Lost, stolen, or damaged vehicle credit cards are to be immediately reported to the Agency Vehicle Coordinator by the individual responsible for that vehicle at the time of the loss. The Agency Vehicle Coordinator may be reached at (217) 782-8999.
- K. Gasohol (gas and ethanol blend) should be used whenever available except as may be expressly prohibited as indicated on the vehicle.
- L. Unauthorized use of any vehicle credit card will be prosecuted to the fullest extent of the law.

**9-6 Vehicle Accident Report**

- A. Failure to promptly report a vehicle accident is cause for a claim to be denied, and an employee can be held personally liable for all costs associated with an automobile accident.
- B. Employees who have an automobile accident involving an Agency vehicle and any form of bodily injury or property damage must report the accident to their immediate supervisor as soon as possible. It is the responsibility of the employee and the immediate supervisor to obtain and complete all accident report forms and notify all appropriate authorities within the times prescribed by law and below.
- C. Illinois Form SR-1 "Motorist's Report of Illinois Vehicle Accident" is to be used for all automobile accidents. These forms may be furnished by a state trooper if one investigates the accident or are available from the Agency Vehicle Coordinator. The Form SR-1 is to be completed as soon as possible in its entirety and submitted to the Agency Vehicle Coordinator, but in no event later than two days following an accident. The Form must include a clear description of the accident and the conditions surrounding the accident. If the state driver is incapable of completing the report because of death or disability, that person's supervisor should complete the form.
- D. Whenever possible, employees should secure the name of the other party's insurance company and address and enter such information on the Form SR-1 in any available space.
- E. If a privately owned vehicle or rental vehicle such as Hertz or Avis is involved in an accident, the space on Form SR-1 calling for the policy number must be completed using the operator's personal insurance information. The operator should additionally contact his or her private auto insurance company. The Form SR-1 must still be completed, noting that the vehicle is privately owned or belongs to a rental company.
- F. In all cases where there has been a serious personal injury or death as a result of motor vehicle accident, or if there has been substantial property damage, employees should also call the Agency Vehicle Coordinator, 217/782-8999, or Risk Management at the Department of Central Management Services, 217/524-6850 or 1-800-424-1300, as soon as possible. Form SR-1 is then to be completed. A telephone call does not relieve the driver of the requirement that he or she complete Form SR-1 in its entirety and submit it.

### **9-7 Off-Duty Use of State-Owned Vehicle**

- A.
  - 1. Pursuant to the *State Vehicle Use Policy* and *44 Ill. Adm. Code Section 5040.350*, a state-owned vehicle shall be used only for public purposes and in the best interests of the Agency. Authorized uses when performing official duties on behalf of the Agency are limited to those specified therein, including travel between places of State business, places of temporary lodging, places to obtain meals, and/or other locations necessary to perform official duties.
  - 2. The use of a state-owned vehicle by an employee for personal use is prohibited. Such unauthorized use includes, but is not limited to transportation for shopping, meals, entertainment, recreation or vacation purposes unrelated to the performance of official State business, and transportation of any person for any purpose unrelated to official State business, and may be grounds for disciplinary action.
- B. Any state-owned vehicle not assigned to a specific employee (pool vehicle) shall not be used for transportation between office and home unless one or more of the following conditions are met:
  - 1.
    - a. The employee using the vehicle has a travel assignment that makes it cost effective to begin or end at the employee's home;
    - b. The employee must begin or end a travel assignment outside of normal state working hours; or,
    - c. The employee must begin or end a travel assignment outside of normal pool hours.
  - 2. If one or more conditions of Section 9-7(B)(1) are met and authorized by the employee's supervisor, then the employee shall document the reason for the take home use of the pool vehicle on an EPA224 form, "*Approval to Use a State Vehicle for Commuting*", and obtain the supervisor's signature on the form. The approving supervisor will maintain a file of all EPA224 forms that they have approved. Forms will be retained for at least three years.
  - 3. Unauthorized take home use of a pool vehicle, including failure to properly log take home use, may be grounds for disciplinary action.
- C. An employee who utilizes a state vehicle for unauthorized personal use may be subject to disciplinary action. In addition, he or she:

*Chapter 9: Travel and Vehicle Use*

1. Shall pay the State for each mile or fractional mile of personal use the amount the State reimburses employees for official travel (see 80 Ill. Adm. Code 3000.300(f)(2); and
  2. Does so solely at the risk of the employee. Any personal injury or property damage to the employee, to state property or to the person, or property of others is the personal responsibility of the employee.
- D. Any exception to the *State Vehicle Use Policy* shall require written authorization by the Director of the Agency, together with review and approval in advance by the Director of the Department of Central Management Services.
- E. Questions concerning use of state-owned vehicles may be directed to your supervisor or your Bureau, Division or Office Travel Coordinator.

