

3001 TRAVEL PROCEDURES

.10 BACKGROUND

The [Travel Guide for State Employees](#) serves as the primary source for travel procedures for IDES employees and contains the state of Illinois and the Governor's Travel Control Board travel rules. It is the responsibility of Department managers, supervisors, and travelers to ensure compliance with travel regulations outlined in the Travel Guide, [Travel Control Board Travel Updates](#), and this section of the Procedures Manual. For questions about travel vouchers, call Accounts Payable 312-793-9516, 312-793-0534, or 312-793-9519.

It is the policy of the state to reimburse employees for reasonable authorized expenses incurred by them in the performance of their duties. The following procedures are intended as a secondary resource to the Travel Guide and apply to all IDES employees including contractual employees (CO-2's) and independent contractors.

.20 ANNUAL TRAVEL PROCESS

Each year, all employees who travel on behalf of IDES are required to document their understanding of the CMS travel guide by signing a Certification of License and Automotive Liability Coverage and Travel Procedures Certification (Annual Travel Certification) and are also required to provide a copy of their driver's license and insurance coverage if they drive. If they do not plan to drive, they can note on the form, "will not drive," but will need to provide information if requesting reimbursement for mileage or to drive a state car. These three items should be submitted to the manager of the employee who will review prior to submitting to the Travel Control Officer (TCO) at Office Services Subdivision, 33 S State St, Room 1177, Chicago, IL 60603, (312)793-6563. Additionally, for all employees whose job description includes a requirement for travel (including but not limited to field auditors, business services coordinators, DVOP's and LVER's), the appropriate deputy director prepares an estimate of the annual in-state travel costs for each of the positions and submit to the Chief Financial Officer (CFO) for approval. Once approved, Office of the Budget will enter an earmarked Funds Reservation Document based on the approved budget for the year. These employees will no longer need to submit an FI-2a, In-State Travel Authorization form. All out-of-state travel must follow section .30 below.

Budget reports are generated monthly monitoring the approved travel. If travel expenses exceed the budgeted amount, a modification and justification for the increase in budget is required.

All other employees who travel intermittently will need to follow the procedures listed in subsection .35.

.21 EXCEPTIONS TO TRAVEL RULES

All requests for exceptions to travel rules as listed below must be submitted in writing to the Travel Control Officer (TCO) at Office Services Subdivision, 33 S State St, room 1177, Chicago, IL 60603, 312, 793-6563. Prior to submitting an exception request, the request should be discussed by telephone with the TCO. This is necessary to determine the information needed to substantiate the request. If the request involves a conference to be attended by a large number of employees, the TCO may submit a blanket exception request in lieu of individual requests. **Note:** Approval of the Travel Control Board must be received prior to the trip.

- Excessive lodging requests not in compliance with the travel rules (See instructions for completing item 14 of the Travel Voucher.)

- Excessive requests for travel outside the boundaries of the continental United States (See [Rule Section 2800.700\(b\)](#).)
- Requests for in-headquarters travel expenses
- Requests for unanticipated fees/charges assessed by hotels or airlines, including: early departure fees; unused hotel room charges; airline ticket exchange fees; unused airline tickets, etc., require an exception letter. **Note:** Energy fees/charges assessed by hotels are reimbursable and do not require an exception letter.
- All other requests involving a violation of the travel rules.

All exception requests must contain a detailed explanation of why the exception should be granted and must be signed by the manager or supervisor and then the IDES Director. The Board will return requests that fail to meet the requirements of this subsection.

.30 **OUT-OF-STATE TRAVEL**

Out-of-state travel is defined as any travel conducted outside of the state of Illinois that is connected with official state business, excluding air transportation flights routed through airports located in a contiguous state, where no incidental expenses are incurred or business conducted, which are not part of travel to or from an Illinois location. Because of the high cost of out-of-state travel, only one IDES employee should attend an out-of-state meeting or conference unless multiple attendees can be justified.

All out-of-state travel must be approved through the eTravel system including approval by the Governor's Office of Management and Budget (GOMB), except for out-of-state travel that does not require overnight lodging.

Travelers or their region/division managers must submit the request to the division's designated staff person, who will enter an on-line request in the eTravel system after it has been approved by the manager or supervisor in writing. Multiple travelers for the same trip must be placed on one travel request, not submitted individually on separate requests, with justification for each traveler. Requests should be submitted at least 35 days in advance of the travel date. If the form is submitted late, there must be a suitable written reason for the tardiness.

The traveler must complete items one through 13 of the Travel Request. Detailed estimates of expenses, transportation, lodging, meals, and all other expenses must be entered. Supporting documentation should be available if needed, as the Governor's Office of Management and Budget (GOMB) may require it.

Particular attention should be paid to the following questions when filling out this form.

Item 12. What is the Purpose of travel for each person? Provide substantial detail when explaining the purpose of the travel. This includes specific, valid reasons for each person requesting to attend. A goal/objective for each person requesting to attend and a statement about what each person intends to bring back to IDES must be provided.

Item 14. Please provide detailed travel expenses by funding source. Do not include fund numbers without including the name of the fund. If a request claims to be at no cost to the state, identify the entity that is paying for the travel.

Item 16. If this request has been submitted late to GOMB, please provide an explanation. If the traveler's request falls less than 30 days in advance of the travel date, a written explanation must be included.

Item 17. If this request is an appeal, enter the justification.

After creating the request in the eTravel system, the designated staff person approves the request, initiating the approval process, which includes the Office of the Budget, the Chief Financial Officer, and the Director. The IDES Office of the Budget will review the request to make certain the travel is critical, pertinent, and necessary, an appropriate justification has been submitted, a funding source has been provided, and funds are available for the travel.

If approved by the Director, the eTravel request will be sent to GOMB, which will provide a recommendation to the Office of the Governor, where the final decision will be made. The Department will be notified of the approval or denial of each request. If the travel request is not approved, the eTravel request will be returned to the Office of the Budget (OMB) who will inform the traveler and the appropriate managers of the disapproval.

Appeals may be submitted pending the Director's consent. To appeal, the traveler must provide additional text to further justify the trip. OMB will edit the eTravel Request, adding the appeal text and placing the eTravel request into appeals status. GOMB will review the request again and make a final decision.

Out-of-state travel commitments may not be made without prior authorization from GOMB and/or the Governor's Office. Failure to follow these procedures will, at a minimum, hinder travel cost reimbursements. Tickets purchased in advance of approval not finally granted may not be reimbursed. Inquiries regarding out-of-state travel should be directed to the Director's Chicago office at (312) 793-7801.

A shopping cart is not required for out-of-state travel. OMB establishes Earmarked Funds Reservation documents at the beginning of the state fiscal year for anticipated out-of-state travel. The travel request will be paid from the Earmarked Funds Reservation document if the travel is approved by GOMB.

.35 IN-STATE TRAVEL

This section applies only to employees who travel intermittently and are not covered by the annual travel process described in subsection .20.

In-state travel is any travel conducted within Illinois in conjunction with official state business.

In order to monitor and control the amount of travel expenses incurred by the Department, all IDES staff and management are required to complete an [In-State Travel Authorization Form \(FI-2a\)](#), for all in-state travel costing greater than \$50.00. Travelers must submit the completed and signed form to their immediate supervisor or manager for approval ***at least 24 hours in advance of the travel date.*** The Director has expressly delegated the approval/signature of the FI-2a to the supervisor/manager of the traveler. Any requests for travel submitted less than 24 hours in advance must include an additional explanation for the late submission in the space provided.

Upon completion of the travel, the traveler must complete [Form C-10, Travel Voucher](#), according to the CMS Travel Guide for State Employees, Section 2800.24 (Instructions for Completion of the Travel Voucher, Form C-10) and section .70 below.

The traveler should compare the actual expenses incurred to the expenses estimated on the FI-2a. If the actual expenses are more than 10 percent greater than the approved expenses, the traveler must include an additional explanation of the actual expenses in the space provided on the FI-2a. In addition, the traveler should explain any other changes in travel arrangements (e.g., changes in the dates of travel) on the form in the space provided. If an explanation of overage is needed after the first signatures, that information should also be signed in the spaces provided.

Once approved by the manager, the traveler must attach the completed and signed FI-2a to their completed Travel Voucher for submission to Accounts Payable. Accounts Payable is responsible for ensuring that:

- A signed In-State Travel Authorization Form is attached to the Travel Voucher.
- The FI-2a and the Travel Voucher were approved by authorized signatories.
- The dates of travel on the Travel Voucher fall within the travel period indicated on the In-State Travel Authorization Form.

.40 HOTEL STAYS

.401 Maximum Lodging Rates

See the CMS Travel Control Board's [lodging guidelines](#) for information on lodging requirements including the [preferred hotel listing](#). The Board has negotiated discounted [lodging rates](#). Employees are required to contact preferred hotels first when seeking overnight accommodations.

Any rate above the federal rate is considered "excessive lodging charges." IDES may process requests for excessive lodging charges without approval from the Governor's Travel Control Board provided the request complies with the travel rules. A request is considered in compliance if, in Chicago, a minimum of five or outside Chicago – three preferred hotels are contacted (i.e., hotels appearing in the latest Travel Guide for State Employees or subsequent Travel Updates). Upscale or deluxe properties would not count as contacted properties unless they appear on the Preferred Hotel Listing. Lodging is only allowed at non-preferred hotels if the rate offered is lower than the rates of preferred hotels in that area.

If the request is determined to comply with applicable rules, agencies may process the request, provided that:

- A note is placed in the Comments field on the Travel Voucher to reflect agency approval of the excessive lodging amount and listing the hotels contacted.
- Agencies maintain documentation of the justification for all excessive lodging approvals.

If the requirements of this part regarding excessive hotel rates cannot be met, written pre-approval must be obtained from the Governor's Travel Control Board. If such approval is needed, contact the TCO. See subsection .21, below, and CMS Travel Guide, [Lodging Exceptions](#).

.402 Permission for Overnight Stay

Department employees should avoid hotel expenses for overnight stays whenever such expenses would reasonably be perceived as inappropriate and wasteful. When the business travel is not substantially outside the normal commuting pattern of the employee, any employee should expect not to arrange lodging overnight unless special circumstances exist and the stay serves the interests of the Department.

Please see [Travel/Hotel Safety](#) in the CMS Travel Guide.

General guidelines:

- If the roundtrip commute exceeds three hours, overnight stay is permitted. If round trip commute is less than three hours, the factors listed above must be used to justify any overnight stay.
- If the reason for a meeting to extend beyond normal work hours is primarily social, an overnight stay is not necessary.
- Managers must apply this policy in a manner that is clearly consistent with the spirit and intent of the policy and such application will be considered as part of their performance review. Managers will be subject to random audits of their compliance with this policy.

.43 AIR TRAVEL

Section 3000.300 to the Travel Regulation Council states, "All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements." Please see air travel rules in the CMS Travel Guide.

.45 RAIL TRAVEL (AMTRAK)

See CMS Travel Guide rules on Amtrak. There is a maximum reimbursable weekday amount between Chicago and Springfield.

.50 PAYMENT OF TRAVEL EXPENSES

Unless the Director grants approval for direct billing of travel expenses, travelers are required to use their personal credit cards or cash to pay for travel expenses.

.60 INSTRUCTIONS FOR USE OF RENTAL, STATE, AND PRIVATELY-OWNED VEHICLES

Travel Control Board rules indicate agencies and drivers are responsible for selecting the least costly mode of transportation available for state business. Subject to supervisory approval, employees may use their privately owned, IDES, or rental vehicles. If, for the convenience of the employee, he/she chooses to use a privately-owned vehicle when using a rental car would be the most economical, he will be reimbursed at a flat rate of \$32.00 per travel day (\$32.00 for the day of departure and \$32.00 for the day of return). If an employee is on travel status for multiple days to the same destination, no additional days shall be reimbursed at the \$32.00 flat rate. If this option is chosen, the employee cannot claim reimbursement for mileage or for cost of fuel. A notation must be made in the comments

section of the travel voucher stating that he has chosen to use a personal vehicle in lieu of a rental. If the use of an employee's personal vehicle is the least costly mode of transportation, the cost and the miles traveled should be clearly noted in the comments section of the Travel Voucher. To operate any motor vehicle on state business, the IDES employee must have a current, valid driver's license.

Note: The Governor's Travel Control Board issued a temporary blanket exception to Section 3000.300 of the Travel Regulation Council Rules which states "All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements" in an effort to mitigate the risk of COVID-19 transmission. Beginning on [June 24, 2020, the date of [Travel Update 20-05](#)] through September 30, 2020, employees may travel on official state of Illinois business and claim 57.5 cents per mile reimbursement in lieu of other more economical methods (e.g., rental cars, state vehicles, ride sharing, Amtrak, etc.). Travel Update 18-06, which allows employees to claim a flat rate of \$32 per day when using their personal vehicles for their own convenience, will be temporarily suspended during this time period. Rules regarding mileage deductions will still apply and are in full effect. Employees are advised to attach a copy of Travel Update 20-05 to their travel vouchers prior to submitting for reimbursement. Employees are further advised that Section 3000.220 of the Travel Regulation Council Rules remains in effect; therefore, an employee's regular commute between his/her residence and headquarters shall remain a non-reimbursable expense.

Section 15 of the Smoke Free Illinois Act prohibits smoking in vehicles owned, leased, or operated by the state or a political subdivision of the state

.601 Vehicle Rental Procedures

See CMS Travel Guide rules on rental car agreements and procedures, including [Travel Updates](#) 19-04 and 20-02, to obtain a rental car. The state has an exclusive contract with Hertz to provide rental vehicles to staff for work-related travel. This agreement provides discounted car rental rates and services to state agencies and employees and eliminates the requirement that employees contact three vendors and accept the lowest price. Travelers should carefully check Hertz invoices to make sure that taxes have not been charged. If taxes are charged, the traveler should ask the Hertz agent to remove the tax and provide a new invoice.

.602 Use of IDES Vehicles

IDES motor pool vehicles may only be used for the purposes set forth in [State Rule Section 5040.350](#).

The Illinois State Toll Highway Authority has installed an electronic toll collection system called I-PASS which is part of the collection program. All IDES vehicles are equipped with an I-PASS transponder. The transponder electronically records all toll highway usage of IDES vehicles and therefore should only be used for state business. I-PASS transponders may only be removed and remounted by the TCO during the exchange of IDES leased or owned vehicles.

The TCO will review monthly all electronically recorded toll way usage. Any improper or unauthorized use, damage, or removal of I-PASS will result in disciplinary action according to the IDES Code of Ethics (Section 1019 of this Manual).

All I-PASS users are governed by Illinois law. IDES employees will be required to obey all state and local traffic rules and regulations, applicable to FCC regulations, and observe posted speed limits in all I-PASS lanes. Vehicles may be video-taped and

monitored by the Illinois State Toll Highway Authority (ISTHA) Roadway System and other government agencies while traveling on Illinois highways.

.603 Reporting Requirements for IDES Motor Pool Vehicles

Location manager with possession of IDES motor pool vehicle. An IDES manager or designee at a location with possession of an IDES motor pool vehicle is responsible for monitoring and maintaining each vehicle. Each vehicle must have a [Daily Trip Log Sheet](#) to identify usage separately and retained at each location. **Note:** Each location manager or designee is responsible for keeping the vehicle keys and gas cards in a secure location and providing the required reports.

At the end of the month on or before the fifth day of the month after the month in which the costs are incurred, the location manager or designee must email to [Office Services](#) a signed copy of the Daily Trip Log and [Monthly Automotive Cost Report Form](#) with credit card receipts. **Note:** Any late transactions will be entered on the following month's report.

Travel Control Officer (TCO) at Office Services. Each motor pool vehicle Monthly Automotive Cost Report of expenses incurred each month should be completed for correctness and legibility by the TCO or designee.

.604 Request for Short and/or Extended Use of IDES Motor Pool Vehicles

To request an IDES Motor Pool vehicle, the employee shall complete the [Request for Motor Pool Vehicle Itinerary Form](#). The completed form must be signed by the immediate supervisor and submitted to the TCO via email. The TCO will confirm the availability of an IDES car and advise the employee by email. Employees will be responsible for picking up the vehicle keys from the TCO. Employees using IDES vehicles shall be responsible for:

- Returning the Motor Pool vehicle to the assigned IDES parking space at the Millennium Park garage,
- Contacting the TCO in the event the vehicle cannot be returned at the scheduled time.
- Returning the Motor Pool vehicle keys and credit cards to the TCO.
- Ensuring that there is at least a half tank of gas left in the car.
- Leaving the receipts for gas in the glove compartment of the car.

.605 Request for Weekend Use of Motor Pool Vehicles

An employee who needs to retain an IDES vehicle over a weekend must make advance arrangements. The employee must complete the [Request for Motor Pool Vehicle Itinerary Form](#) and include in detail the reason a vehicle is needed over the weekend and submit it to the appropriate deputy director who will approve and coordinate obtaining the Director's signature approval. The approved Vehicle Itinerary Form must then be submitted to the TCO to request a vehicle. If a vehicle is available, the TCO will prepare an IDES Motor Pool Vehicle Parking Form and distribute to the employee.

.606 Vehicle Servicing (including fuel purchases)

TCO is responsible for Motor Pool vehicles in central office. Motor Pool vehicles in regional area will have designated a person responsible for the cars maintenance and follow up with the TCO to ensure compliance. The designated person is responsible for servicing the vehicle according to provisions in the owner's manual and for complying with safe driving practices. A copy of the owner's manual, issued by the Division of Vehicles, is located in the glove compartment of every IDES car. The Vehicle Operator's Instructions has been replaced with the [Vehicle Guide](#) and can be found on CMS/DOV website (the guide supersedes the Vehicle Operator's Manual dated 3/92.) The vehicle equipment credit cards are given to employees when they pick up the vehicle keys. The manual also includes locations of state garages. The car shall be serviced at a CMS facility whenever possible. The Springfield Motor Pool garage is located at 200 E. Ash Street in Springfield.

If a CMS facility is not available, purchases of fuel, oil, and related items must be made from the most economical source. Unleaded gasoline must be used, unless otherwise noted on the gas tank of the vehicle. Such gasoline purchases may only be made at participating gas stations using the Wright Express Gas Credit Card and PIN Number. PIN information can be obtained from the TCO when a vehicle is assigned to an employee. Self-service islands must be used except when the driver of the vehicle is physically unable to operate a self-service pump. All receipts for gasoline using the Wright Express credit card must include the car's state license number and should be left in the car's glove compartment.

.607 Repairs of State-Owned Cars

State of Illinois vehicle credit card, (the blue and white card) which is given to each traveler along with the keys, may be used to pay for repairs in the event of breakdowns or flat tires. There is an 800 number on the back of the card to call in case of emergencies. Authorization from CMS must be obtained prior to any repairs being made. State garages have the right of first refusal on state vehicle repairs and maintenance. See the Vehicle Guide for additional information.

.608 Off Duty and Personal Use of IDES Vehicles

The personal use of a state vehicle is solely at the employee's risk and any personal injury or damage to the employee's property, state property, or to the person or property of others as a result from such personal use, is the personal responsibility of the employee. An employee's personal use of a state vehicle that causes personal injury or damage may also result in disciplinary action up to and including discharge.

CMS has promulgated rules to reduce the number of accidents by state employees while operating state or rental vehicles due to poor driving habits. The program is designed to assist drivers of state or rental vehicles who may be unacceptable risks as well as to encourage them to complete remedial driver training.

Any IDES vehicle not assigned to a specific employee shall not be used for transportation of an IDES employee between the employee's office and the employee's home, unless one or more of the following conditions are met.

- The employee using the vehicle has a travel assignment that begins or ends at the employee's home;

- The employee using the vehicle must begin or end a travel assignment outside normal state working hours; or
- It is in the best interest of the state and approved by the Director.

IDES vehicles, assigned or non-assigned, shall not be used for transportation to restaurants, shopping centers, etc., unless the transportation is related to the performance of state duties, or otherwise incident to the employee's duties. The provided vehicle may only be used during official state business. Because the vehicle is the property of the state of Illinois, the employee using the vehicle has 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.

Any employee who uses a state vehicle for personal use:

- Shall pay to the state for each mile or fractional mile of personal use the amount which the state reimburses employees for official travel (See 80 Ill. Adm. Code 3000.300(f)(2));
- Does so solely at the risk of the employee, and 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;
- ***May be subject to disciplinary action up to and including discharge.*** Factors that mitigate against discipline include:
 - the personal use was unavoidable, due to an emergency;
 - the personal use was of a brief duration and incident to the employee's duties;
 - the personal use was for a purpose that could not have been accomplished outside normal business hours; or,
 - the personal use did not result in the employee's departure from the route that would otherwise have been taken to perform business duties.

.609 Vehicle Use during Vacations and/or Extended Leave

All IDES vehicles are to be housed at the designated garage or office/headquarters and used for official business.

.610 Use of Privately-Owned Vehicles

The Illinois Vehicle Code (Section 5/10-101b) prohibits IDES employees from operating privately owned vehicles on state business, without at least the minimum insurance coverage required under Section 5/7-203 of the Code.

The minimum insurance coverage under this Section is as follows:

- \$20,000 for bodily injury to or death of any one person in any one motor vehicle accident;

- \$40,000 for bodily injury to or death of two or more persons in any one motor vehicle accident; and
- \$15,000 for injury to or destruction of property of others in any one motor vehicle accident.

The traveler's signature on the Form C-10 certifies that the traveler, if using a privately-owned vehicle on state business, has a current valid driver's license and has the minimum coverage required by Section 5/7-203 of the Illinois Vehicle Code.

Any IDES employee who is traveling on official state business must confirm with the Travel Coordinator there are no state pool vehicles readily accessible and available prior to using their personal car or rental vehicle for state travel.

Travelers with access to available pool vehicles must use those vehicles unless justification is presented and approval is given by the traveler's supervisor or manager, who has been expressly delegated that responsibility by the Director. This supervisor or manager must certify that use of the personal car is justified. Adequate cause for justifying use of a personal vehicle must include at least one of the following:

- Reasonable accommodation;
- Emergencies;
- Unavailability of state vehicles;
- The trip involves a prior or subsequent use of the vehicle for non-business purposes; and,
- The use of a personal car does not increase the cost of travel to the state. Cost comparisons should be made using the CMS [trip cost calculator](#).

.611 Reimbursement for Headquarters/Residence Commuting

See Governor's Travel Control Board rules.

For non-union employees, ordinary commuting mileage must be deducted if the employee leaves his residence or returns to his residence, regardless of whether travel was through headquarters or not. A comment should be added in the comments section (Box 31): Not in Union - Commuting Miles Have Been Deducted (# Miles).

For union employees, a comment should be added in the comments section (Box 31): Represented by AFSCME Council 31 – commuting miles have been deducted where applicable (# miles); or, in the case where the union employee did not pass through headquarters, Represented by AFSCME Council 31 – no commuting miles have been deducted.

- Only mileage in excess of commuting mileage is reimbursable.
- Traveler's "customary commuting mileage" (round trip) is required to be entered on the Travel Voucher.

.612 Moving and Parking Violations

Section 5040.530 of the Rules states: "...the driver of a State owned or controlled vehicle is responsible for all citations for moving or parking violations." This is also the IDES policy. The Department will provide the local police issuing a moving violation or parking ticket with the name of the individual liable for the payment of the ticket. Similarly, employees are responsible for payment of any moving or parking violations issued while using a rental vehicle.

Upon receipt of a notice of unpaid tickets or fines, the rental agency shall notify the issuing authority of the driver's name, address, and driver's license number of the affected employee.

.613 Accidents

Procedures in this subsection supplement information in the Vehicle Operator's Instructions. The following information must be obtained from any other drivers involved in the accident to enable the TCO to report all automobile accidents to the state's insurance company. It is preferable for the report to be completed at the time of the accident, either on site or at the police station. This way the IDES employee will have complete information for the SR-1,

- The name, address, and driver's license number of the other driver(s); and the year, make, model, color, and the car's license plate number.
- The name and address of the other driver's insurance company, and if possible, the insurance agent and number of the other driver's insurance policy should also be obtained.

The state is self-insured for its own vehicles. Collision damage and public liability coverage to another person is provided by a policy the state maintains with an outside carrier.

The TCO will notify the CMS Division of Risk Management of all automobile accidents involving injuries or death to employees traveling on state business, as well as accidents involving a second vehicle if damages of \$250 or more are incurred. IDES employees are financially protected by Workers' Compensation for injury or death, while riding in or driving a vehicle (whether privately owned, rented, or state-owned), if the accident arises out of, and in the course of, the individual's employment (See Section 2009 of this Manual).

The traveler should use the following guidelines when an accident or breakdown occurs:

- Call the police and the rental facility (if rental vehicle) immediately. The traveler shall call his emergency road service if available, as well as follow any additional instructions found in the glove compartment or rental agreement.
- Obtain the name of the investigating police department and the name, address, license and tag number, and insurance carrier, and policy number of the other vehicle's driver.
- Do not argue about who is responsible.

- The police will complete the Traffic Accident Report at the station. The Motorist's Report of Illinois Vehicle Accident (SR-1) is given to the driver to complete at home. The driver of the other car should also report to the nearest police station.

The traveler should submit the SR-1 to the TCO along with a copy of the Traffic Accident Report obtained from the police. The TCO will submit to the CMS Risk Management Auto Liability Officer a copy of the Traffic Accident Report, State Employee's Accident Report, Illinois Motorist Report, SR-1, Auto Liability Transmittal Sheet, and Auto Liability Uniform Cover Letter for each accident reported by state employees within seven days of the accident. The SR-1 will be forwarded to CMS upon receipt from the motorist.

The CMS Auto Liability Officer will be solely responsible for making any risk assessment and determining any disciplinary actions for state employees due to poor driving habits. These sanctions may include:

- issuing a warning letter;
- recommending the employee enroll in remedial driving training;
- placing the employee's state insurance coverage on probation; or,
- revoking the employee's state insurance coverage (which may result in the employee's privilege to drive a state vehicle being suspended).

.70 INSTRUCTIONS FOR COMPLETING THE TRAVEL VOUCHER, FORM C-10

Each employee must complete Form [C-10, Travel Voucher](#), for their travel-related expenses. In addition to the Travel Voucher, funds must be requested and encumbered either as a blanket for the bureau or division. A Travel Voucher must be submitted if direct billed or prepaid expenses are incurred, such as prepaid airline tickets, even though no reimbursement of travel expenses is being requested. The traveler should record expenses daily and submit a Travel Voucher at least monthly.

The Travel Voucher has been redesigned for all trips beginning on or after July 1, 2020. Among other changes, users can print the completed form using the Excel print option. When using the two-page Travel Voucher, the traveler should select both worksheets and then select "Print Active Sheets" in the settings. The voucher has also been updated to include a field for the out-of-state travel request (TR) number. When submitting vouchers for out-of-state travel, should enter the TR number in this field so that the dollars will be populated under the correct expense object.

The supervisor signing the Travel Voucher will act as authorization for intrastate travel. Only one approval signature is required. No single Travel Voucher may exceed \$2,000 in total expenses; including all direct billed, prepaid, and reimbursable items. In the case in which travel expenses exceed \$2,000, the expenses must be limited to expenses as of some date on the trip with the balance placed on a second voucher. Travel Vouchers, when approved, should be emailed (preferred method) to [Accounts Payable](#) or delivered or mailed to Accounts Payable at the following address: Illinois Department of Employment Security, 33 South State Street, Accounts Payable, 10th Floor, Chicago, IL 60603.

Travel Vouchers must be received by Accounts Payable within 30 days of the last day of the trip for which reimbursement is requested. Vouchers received after expiration of the 30-day period will not be processed unless the traveler submits a written request to the Director to waive the 30-day requirement and that request is approved. Accounts Payable will attach the written request and approval to the Department copy of the voucher.

If reasonable justification for the noncompliance is noted and submitted to the Director, the Director may approve the exception. The original affidavit request and approval must be submitted with the Travel Voucher. This authority is delegated to the Chief Financial Officer.

The following rules will apply to all Travel Vouchers:

- The ending date of the last trip is the ending service date.
- The date the Travel Voucher is received by Accounts Payable is the proper bill date for determining the (IDES) 30- and (IRS) 60-day rules.

The following rules will apply to Travel Vouchers with multiple trips:

- The ending service date is the date that the last trip ends on the Travel Voucher.
- For efficiency purposes, the traveler can continue to combine multiple trips on one Travel Voucher as long as all the trips on the Travel Voucher have ending dates within the same calendar month. If an individual trip crosses over a month end, that trip must be reported on the Travel Voucher for the month in which the travel ended.

To avoid billing errors, it is recommended that Travel Vouchers be submitted to Accounts Payable at least monthly.

The Travel Voucher, with instructions, is available on the Intranet. When the template is used, the resulting forms should be printed, signed, and approved by the supervisor. All deputy directors and managers who report directly to the Director must have their Travel Vouchers reviewed and approved (as indicated by an initial in the approval portion of the document) by at least one other member of the executive staff prior to submission to the Director for approval.

Instructions are provided in this subsection for the items most often requiring correction. All inquiries to Accounting Services Division regarding travel reimbursement should use the reference number printed in the upper left-hand corner of the voucher.

All signatures on the Travel Voucher must be legible on the Comptroller's copy. The region or bureau shall keep the original travel document with original signatures and submit electronically the Travel Voucher and all receipts to [Accounts Payable](#). The following item numbers correspond to the box numbers on the voucher. Questions should be directed to Travel pre-audit at (312)793-9516 or (217)524-1922 by or by [email](#).

Item 8. Enter date of travel. If a trip was for more than one day, enter on a separate line the date for each day that expenses were incurred. If possible, leave space between the lines to allow for corrections.

Item 9. In "PLACE," indicate city of departure for each date of travel. In "TIME," indicate A.M. or P.M., only if claiming a meal allowance or per diem in Item 15.

Item 10. Enter date, place, and time of arrival for each day of travel. If meals or per diem are not claimed, times of arrival and departure are not required. If claiming either meal allowance or per diem, specify the times as A.M. or P.M. The notation, "In and around," may be used in items 9 and 10 when neither meals nor per diem are being claimed and for intermediate days on trips of more than two days to a single location.

Item 11. If mileage reimbursement is the least costly mode of transportation, reporting automobile mileage should be rounded off to the nearest whole miles as fractions of miles are not acceptable. Check the CMS travel reimbursement schedule for the current [mileage reimbursement rate](#). The preferred method to calculate mileage reimbursement is to use three decimal places for computations entered in columns 12 and 17 on the Travel Voucher. The sub totals for these columns may then be rounded to two decimal places. If the subtotal entered in box 21 is an odd number, it will not equal the subtotal in box 22 when multiplied by the reimbursement rate. This is acceptable.

Item 12. Automobile reimbursement is mileage times the rate. The Auto Reimbursement Item 12 and Line Totals Item 17 are to use three decimal places for computations. The sub-totals and totals are to be rounded to two decimal places.

Item 14. Enter the dollar amount charged for each day of lodging, including tax. Please refer to subsection .40 for more information on lodging rates and excessive charges.

Item 15. Use only one: [Meal Allowance](#) or [Per Diem](#) per trip. Meal allowance is only used if travel status is not overnight or is less than 18 hours in one day. There is no meal reimbursement for lunch. 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 work day to be eligible for a meal allowance. Under this policy, 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 before the start of the employee's regular workday. 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 after the end of the employee's regular workday. For employees whose travel begins 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 if the traveler is not eligible for per diem.

Per Diem must be used if a trip exceeds 18 hours in one day or overnight. Per Diem is based on the quarter system for computing the allowance for days or fractions thereof. Each quarter shall be six hours commencing at midnight, 6:00 A.M., Noon, and 6:00 P.M. The traveler will be allowed one quarter of the allowance for each period of six hours or for fractions thereof.

Item 16. Other expenses include, but are not limited to, taxi fares, highway tolls, automobile rentals, and tips as allowed by the travel rules. Employees in travel status for seven or more consecutive days are allowed up to \$10.00 for cleaning expenses. The limit is not cumulative, (i.e., if a person is in travel status for seven days on one trip and does not claim the allowance), it cannot be carried forward for a subsequent trip. In the case of unusual circumstances that warrant charges exceeding \$10.00, a memorandum of justification, approved by the division/region manager, should be attached to the Travel Voucher.

Line entries for other expenses, which exceed \$10.00 per entry, must be documented by attaching receipts. Multiple line entries per day are allowed. If receipts required pursuant to CMS Rule Subsection 2800.240(f) are not available, a statement signed by the traveler certifying the amounts paid will be accepted.

Direct billed for transportation lodging, meals, and other expenses which are billed to the state directly, must be itemized in detail and then deducted, so the traveler is reimbursed only for actual expenses incurred. Footnote each item billed directly in box #30 showing the vendor name and attach receipts.

Charge card billed expenses, such as the Visa travel card, etc., require the state government rate. The traveler should be prepared to show Department identification. To be reimbursed for these expenses, receipts from the vendor(s) must be attached documenting the detailed expenses, (e.g., daily room charges and taxes). Receipts should be attached for all expenses exceeding \$10.00, regardless of whether they are direct billed, prepaid, or traveler paid in cash or with a credit card.

Item 22/29. Enter subtotals. Multiple page Travel Vouchers may be used to report expenses providing the total does not exceed \$2,000. The reference number on the first page will apply to the attached vouchers. The top forms should be cut below the line for the subtotals, items 22-26, with the subtotals carried forward to the next form.

Item 30. Use this area to provide purpose of travel, please keep it brief and no acronyms.

Item 31. Use this area to provide specific explanations. Explain any comments on the Travel Voucher, e.g., "My commuting (round trip) of xx miles was excluded from my reimbursable mileage." If using a rental car is the most economical mode of transportation, but an employee chooses to use a personal vehicle in lieu of a rental, a notation must be made, e.g., "I have chosen to use my personal vehicle in lieu of a rental." If conference lodging was provided, write the following: "Conference Lodging." Traveler should prepare a Travel Voucher as soon as airline tickets are used and advise the TCO.

.701 **Accounting Codes**

Accounting Codes on the Travel Voucher must be completed and match the previously approved obligation of funds.

- Enter the number of the cost center which will be charged for payment using a leading zero.
- WBS Elements (previously sub-program *codes*) are related to the grant revenue source of the program area for the cost center. If charges are to be made against multiple grants, enter each WBS Element on a separate line.
- The Expense Object in box 18 must be used on the Travel Voucher for employee travel mileage reimbursements. Payments for reimbursement of mileage expenses incurred by state officers and employees, who traveled on official state business as provided by applicable travel regulations, must be coded to DOC 1295, Travel Mileage Reimbursement to Employees, and must be separately identified in boxes 18 and 19 on the C-10 Travel Voucher.

The percent of total travel expenses must equal 100 percent. If charges are made to more than one WBS Element, the split percentage amounts must equal 100 percent.

.702 Traveler and Management Approval

The traveler must sign, date, and write the office telephone number (including extension number) on the Travel Voucher. The phone number facilitates correction of minor details without having the voucher returned. The voucher should be submitted to employee's manager for approval. Once approved, the manager should electronically submit the form to Accounts Payable for processing and payment. The approving manager is responsible for original document if requested by audit or comptroller office.

.80 HEADQUARTERS REPORT

The State Finance Act requires the Agency to file reports of all its officers and employees for whom official headquarters have been designated at any location other than that at which their official duties require them to spend the largest part of their work time over a six-month period. The reports shall be filed with the Legislative Audit Commission no later than each July 15 for the period from January 1 through June 30 and no later than each January 15 for the period from July 1 through December 31. The report shall list, for each such officer or employee, the place designated as his or her official headquarters and the reason for that designation. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain. Agencies with no officers or employees in this status shall file negative reports.

The Audit Liaison or their designee responsible for the semi-annual TA-2 Report shall send an email request to all agency cost center managers to complete the TA-2 Form (if appropriate) and return on or before the due date. If the manager does not have any staff to report, the manager should provide by email that: "No staff has worked away from their original headquarters during the current reporting period"

Once the Audit Liaison has received all the cost center managers' responses, he shall combine the completed forms into one TA-2 form and submit to the Legislative Audit Commission with a cover letter.

It is important that the correct "headquarters" location be included on all Travel Vouchers. This is the original home cost center and city location for each employee even though the employee is temporarily assigned to a special project in another city. The original location must be recorded each time a Travel Voucher is submitted.

.90 REFERENCES

Sections 5/7-203 and 5/7-601(c) of the Illinois Vehicle Code (625 ILCS 5/7-203 and 5/7-601(c))

Sections 105/12-1, 12-2, and 12-3 of the State Finance Act (30 ILCS 105/12-1, 12-2, and 12-3)

Section 15 of the Smoke Free Illinois Act (410 ILCS 82/15)

Part 2800 of the rules of the Department of Central Management Services (Governor's Travel Control Board) (80 Ill. Adm. Code 2800)

Part 3000 of the rules of the Travel Regulation Council (80 Ill. Adm. Code 3000)

Part 5040 of the rules of the Department of Central Management Services (State Vehicles and Garage) (44 Ill. Adm. Code 5040)

Executive Order 10, Executive Order Requiring Additional Spending Reductions (2010)

Office of the Governor, Policy Regarding Individual Assignment of State Vehicles (April 12, 2010)

A [Travel Guide for State of Illinois Employees](#), Illinois Department of Central Management Services

Governor's Travel Control Board [Travel Updates](#)

Comptroller's Accounting Bulletin No. 134, Prompt Submission of Travel Expenses

Comptroller's Accounting Bulletin No. 135, Prompt Submission of Travel Expenses

Section 1019, IDES Code of Ethics, of the Procedures Manual

Section 2009, Workers' Compensation Act Claims, of the Procedures Manual

Section 3002, Petty Cash, of the Procedures Manual