

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

July 10, 2012

10:00 am

James R. Thompson Center  
Room 4-404

100 West Randolph Street  
Chicago, Illinois 60601

And

William G. Stratton Building  
Room 715

401 Spring Street  
Springfield, Illinois 62706

### MINUTES

#### PRESENT:

##### Members

###### *In Chicago*

Chairman Malcolm Weems  
Simone McNeil  
John D'Alessandro

##### Staff

###### *In Chicago*

Angela Stinson-Marti, Deputy General Counsel

###### *In Springfield*

Kelley Wells, State Travel Coordinator

#### I. Call to Order

On July 10, 2012 at approximately 10:00am, Chairman Malcolm Weems called to order a meeting of the Governor's Travel Control Board.

#### II. Consideration of Minutes

March 8, 2012

The minutes of the meeting of March 8, 2012 were approved. Motion made by Simone McNeil with a second by Chairman Weems to approve the minutes as presented. Motion carried 3-0.

#### III. New Business

##### Legislative Audit Commission Report

The Board reviewed and approved the FY12 4th Quarter Exception Report to be sent to the Legislative Audit Commission.

#### IV. Approved Travel Exceptions

- A. DCEO – Hotel Cancellation Fee
- B. DCEO – Airline Change Fee

**STATE OF ILLINOIS**  
**Governor's Travel Control Board**

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- C. DCEO – Amtrak Fare over State Rate
  - D. DCEO – Airline Change Fee
  - E. DCEO – Excess Baggage Fees
  - F. IDOT – Amtrak Fare over State Rate
  - G. IL Racing Board – Airline Change Fee
  - H. Insurance – Excess Baggage Fees
  - I. Insurance – Conference Meals
  - J. ISP – In Headquarters Expenses
  - K. Revenue – In Headquarters Expenses
- V. Travel Exceptions – Partial Reimbursement Approved
- A. DCEO – Excessive Transportation Fees
  - B. DCEO – Excessive Transportation Fees
  - C. CMS – Lodging over State Rate
- VI. Travel Exceptions - Denied
- A. IDES – Airline Change Fee
- VII. Miscellaneous
- A. Discussion regarding a new IOC Detail Object code and policy change regarding Meal Allowance.
- VII. Adjournment
- The meeting was adjourned at approximately 11:00am. Simone McNeil made the motion and Chairman Weems seconded the motion.