

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

August 26, 2010

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 James P. Sledge
Simone McNeil

Staff

In Chicago

Steven Schweitzer, Legal Counsel

In Springfield

Kelley Shaw, State Travel Coordinator

I. Call to Order

On August 26, 2010 at approximately 10:00am, Chairman James P. Sledge called to order a meeting of the Governor's Travel Control Board.

II. Consideration of Minutes

May 20, 2010

The minutes of the meeting of May 20, 2010 were approved. Motion made by Simone McNeil with a second by Chairman Sledge to approve the minutes as submitted. Motion carried 2-0.

III. New Business

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Legislative Audit Commission Report

The Board reviewed and approved the FY10 4th Quarter Exception Report to be sent to the Legislative Audit Commission.

IV. Approved Travel Exceptions

- A. The Board gave approval for an employee of the Department of Insurance to claim \$113.00 for an Airline Change Fee.
- B. Approval was given for a new employee of the Department of Revenue to claim \$24.00 for an Amtrak Fare which is \$6.00 over the State Rate of \$18.00.
- C. The Board approved a request for a CMS employee to claim reimbursement in the amount of \$50.00 for a weekend fare on Amtrak.
- D. Approval was given by the Board for an employee of IDES to claim reimbursement in the amount of \$50.00 for an Airline Change Fee.
- E. Approval was granted for several employees of IDES to claim in headquarters lodging expenses.
- F. The Deaf and Hard of Hearing Commission was granted approval to remit payment to an individual aid to provide transportation and visual assistance for a member of their board.

V. Travel Exceptions – More information needed before approval can be granted

- A. An employee of DCEO incurred an Early Check out Fee imposed by a hotel.

VI. Travel Exceptions – Denied

- A. IDES – An employee requested reimbursement for a Late Checkout Fee due to her father and son remaining in the hotel room until the employee's training was complete. This request was previously denied. A request to reconsider was sent and the Board again denied this request.
- B. IDES – An employee requested permission to claim reimbursement for an Airline Standby Fee of \$50.00 and the request was denied.

VII. Travel Rules

- A. Discussions ensued over Travel Rules concerning Personal Mileage Reimbursement and Conference Meals.

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VIII. Adjournment

The meeting was adjourned at 10:50 am. Motion carried 2-0 with Chairman Sledge making the motion and Simone McNeil seconding it.