

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

January 31, 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*

Simone McNeil

##### Staff

*In Chicago*

Angela Stinson-Marti, Deputy General Counsel

Nadine Lacombe, General Counsel

*In Springfield*

David Vaught, Member

Kelley Wells, State Travel Coordinator

*By phone*

Malcolm Weems, Chairman

#### I. Call to Order

On January 31, 2012 at approximately 10:00am, Member David Vaught called to order a meeting of the Governor's Travel Control Board and made a motion for Chairman Malcolm Weems to be allowed to participate via telephone. Member Simone McNeil seconded the motion.

#### II. Consideration of Minutes

September 6, 2011

The minutes of the meeting of September 6, 2011 were approved. Motion made by David Vaught with a second by Malcolm Weems to approve the minutes with one change. Motion carried 3-0.

#### III. New Business

##### Legislative Audit Commission Report

The Board reviewed and approved the FY12 1<sup>st</sup> Quarter Exception Report to be sent to the Legislative Audit Commission.

#### IV. Approved Travel Exceptions

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

Minutes – January 31, 2012

Page 2 of 2

- A. Reasonable Accommodations – Illinois Housing Development Authority
  - B. In Headquarters Parking Expense – Illinois Department of Insurance
  - C. In Headquarters Parking Expense – Illinois Department of Insurance
  - D. Unused Airline Tickets – Illinois Department of Insurance
  - E. Amtrak Fare –Over State Rate – Illinois Department of Commerce and Economic Opportunity
  - F. “No Show” Charge – State Plane – Illinois Department of Commerce and Economic Opportunity
  - G. In Headquarters Lodging Expense – Illinois Department of Commerce and Economic Opportunity
  - H. Excess Baggage Fee – Illinois Department of Commerce and Economic Opportunity
  - I. Amtrak Fare – Over State Rate – Illinois Department of Commerce and Economic Opportunity
  - J. Excess Baggage Fee – Illinois Department of Employment Security
  - K. In Headquarters Lodging Expenses – Illinois Department of Employment Security (Reconsideration)
  - L. Airline Change Fee – Illinois Department of Employment Security
  - M. In Headquarters Lodging Expenses – Illinois Department of Employment Security
  - N. Employee Controlled Housing – Illinois Department of Transportation
- V. Travel Exceptions – More Information Required
- A. In Headquarters Expenses – Illinois Office of Health Information Technology
  - B. In Headquarters Lodging Expense – DCEO
- VI. Miscellaneous
- Brief discussion was held regarding personal mileage reimbursement and meal allowances
- VII. Adjournment
- The meeting was adjourned at 11:10 am. Motion carried 2-0 with Simone McNeil making the motion and Malcolm Weems with the second.