

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

August 11, 2014

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 Simone McNeil

*In Springfield* Amanda Sutton

##### Staff

*In Chicago*

Benno Weisberg, Deputy General Counsel

*In Springfield*

Kelley Wells, State Travel Coordinator

#### I. Call to Order

At approximately 10:00am, Chairman Simone McNeil called to order a meeting of the Governor's Travel Control Board.

#### II. Consideration of Minutes

April 29, 2014

The minutes of the meeting of April 29, 2014 were approved. Motion made by Simone McNeil with a second by Amanda Sutton to approve the minutes as presented.

#### III. New Business

Approved Travel Exceptions

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- 1) Sentencing Policy Advisory Committee – Valet Parking
- 2) CMS – Amtrak Fare over State Rate
- 3) Office of the State Appellate Defender – Valet Parking
- 4) Illinois Lottery – Valet Parking
- 5) IDOT – Excess Amtrak Fees
- 6) IDOT – Airline Upgrade Charge
- 7) Human Rights Commission – Early Departure Fee
- 8) State Board of Elections – Valet Parking
- 9) ILDPR - Valet Parking
- 10) ILDPR - Valet Parking
- 11) DCEO - Charge for Hotel Safe
- 12) Public Health - Valet Parking
- 13) Public Health - Excess Transportation Fees
- 14) Public Health - Hotel Cancellation Fee
- 15) Veterans' Affairs – Hotel No Show fee
- 16) DHS – Unused Airline Ticket
- 17) Illinois State Police – Blanket Exception
- 18) Illinois State Police – Airline Change fee
- 19) Revenue – Excess Baggage Fees
- 20) Revenue – Excess Baggage Fees
- 21) Revenue – Amtrak Fare over State Rate
- 22) Natural Resources – Excessive Hotel Rate
- 23) HFS – Sickness While on Travel Status
- 24) ILDPR – Airline Change Fee
- 25) ILDPR – Weekend Amtrak Fare
- 26) Insurance – Airline Economy Plus Fee
- 27) Public Health – Hotel Cancellation Fee
- 28) Public Health – Excess Transportation Costs
- 29) Public Health – Excess Transportation Costs
- 30) Public Health - Excess Lodging Costs
- 31) Public Health – Lodging Over State Rate
- 32) Public Health – Lodging Over State Rate
- 33) Public Health – Excess Travel Costs
- 34) DCEO – Airline Change Fee
- 35) DCEO – Airline Change Fee
- 36) DCEO – Hotel No Show Fees
- 37) DCEO- Amtrak Fare over State Rate
- 38) DCEO – Airline Change Fee
- 39) DCEO – Early Check in Fee
- 40) DCEO – Valet Parking
- 41) DCEO – In headquarters Lodging
- 42) DCEO – Airfare Change and Service Fees
- 43) DCEO – Valet Parking

Travel Exceptions - Denied

- 1) IDES – Rental Car Gas Prepayment Fee

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- 2) IDES – Rental Car Gas Prepayment Fee

Travel Exceptions – Partial Approval

- 1) Teacher's Retirement System – Car Rental Charges
- 2) Public Health – Excess Transportation Costs

V. Section 2800.235 Expenses at Headquarters or Residence

- a) FAQs for mileage reimbursement
- b) Rule change language
- c) Reaching out to agencies

VI. Zip Car Usage

VII. Adjournment

The meeting was adjourned at approximately 10:40 am. Chairman McNeil made the motion and Amanda Sutton seconded the motion.