

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

June 21, 2017

9:00 am

James R. Thompson Center
Room 4-404
100 West Randolph Street
Chicago, Illinois 60601

And

William G. Stratton Building
Room 715
Springfield, Illinois 62706

MINUTES

PRESENT:

Members

In Springfield Chairman Michael Hoffman
Scott Harry, Member
Morgan Kreitner, Member

Staff

In Springfield
Kelley Wells, State Travel Coordinator

In Chicago Rupal Mehta, Property Management Counsel

I. Call to Order

At approximately 9 am Chairman Michael Hoffman called to order a meeting of the Governor's Travel Control Board.

II. Consideration of Minutes

March 16, 2017

The minutes of the meeting of the March 16, 2017 meeting were approved with one update. Motion made by Scott Harry with a second by Morgan Kreitner to approve the minutes.

III. Exceptions

Exception Report

Approved Travel Exceptions

1) CMS – Hotel Early Departure Fee

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- 2) CMS – Hotel Cancellation Fee
- 3) Illinois Tollway – Lodging over State Rate
- 4) Financial & Professional Regulation – Hotel Cancellation Fees
- 5) Revenue – Excess Baggage Fees
- 6) Revenue – Excess Baggage Fees
- 7) Commerce Commission – Amtrak Change Fee
- 8) Dept. of Insurance – Hotel Early Departure Fee
- 9) Illinois State Police – Blanket Lodging Exception for Executive Protection
- 10) Dept. of Employment Security – Amtrak Fare over State Rate
- 11) Governor's Office of Management & Budget – Amtrak Fare over State Rate
- 12) Office of the State Fire Marshal – Hotel Early Departure Fee
- 13) Office of the State Fire Marshal – Lodging over the Maximum Rate
- 14) DCEO – Excessive Parking Charges
- 15) DCEO – Late Cancellation Fee
- 16) DCEO – Early Departure Fee
- 17) DCEO – Early Departure Fee
- 18) DCEO – Late Cancellation Fee
- 19) DoIT - Late Cancellation Fee
- 20) DoIT- Early Departure Fee

Travel Exceptions – More Information Requested

- 1) CMS - Unused Airfare

Travel Exceptions – Denied

- 1) Council on Developmental Disabilities – Rental of SUV
- 2) DCEO – Lodging over State Rate
- 3) DCEO – Lodging over State Rate
- 4) Racing Board – Rental of SUV

IV. New Business

- 1) The Board discussed IDOT's previous request for an exception to the way Employee Owned or Controlled Housing is paid or reimbursed.
- 2) The Board discussed the progress on securing a Preferred Rate for rental car services to use in the interim until a new contract is in place.
- 3) In order to ensure employees are accessing the most up to date information, it was decided that there would not be a downloadable document of the complete Travel Guide for State Employees available.

V. Adjournment – A motion was made to adjourn the meeting at 9:35am am by Morgan Kreitner. Chairman Hoffman seconded the motion.