

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

August 22, 2017

9:30 am

James R. Thompson Center  
Room 4-400  
100 West Randolph Street  
Chicago, Illinois 60601  
And  
William G. Stratton Building  
Room 715  
Springfield, Illinois 62706

### MINUTES

#### PRESENT:

##### Members

*In Springfield* Scott Harry, Member

*In Chicago* Chairman Michael Hoffman

##### Staff

*In Springfield*

Kelley Wells, State Travel Coordinator

#### I. Call to Order

At approximately 9:30 am Chairman Michael Hoffman called to order a meeting of the Governor's Travel Control Board.

#### II. Consideration of Minutes

June 21, 2017

The minutes of the meeting of the June 21, 2017 meeting were approved. Motion made by Chairman Hoffman with a second by Scott Harry to approve the minutes.

#### III. Exceptions

Exception Report

Approved Travel Exceptions

1) ISP – Valet Parking Charges

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

Minutes – August 22, 2017

Page 2 of 2

- 2) DCEO – Early Departure Fee
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- 4) Insurance – Amtrak Fare
- 5) Governor's Office – In Headquarters Lodging
- 6) Revenue – Excess Baggage Fees
- 7) Tollway – Airline Fees

Travel Exceptions – Partial Approval

- 1) ILDPR – Lodging over State Rate

IV. New Business

- 1) The board discussed a request from IDOT to change the Travel Rules to include allowing employees to claim reimbursement for a fee charged by Amtrak to transport a bicycle. It was decided that reimbursement of these types of fees would be determined on a case by case basis and would depend on the cost savings to the State of Illinois.
- 2) An exception for an arbitrator that was submitted on the June meeting agenda was withdrawn.

V. Adjournment – A motion was made to adjourn the meeting at 9:55am by Scott Harry. Chairman Hoffman seconded the motion.