

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

August 23, 2023

1:00 PM

Webex

Elgin Room, 10<sup>th</sup> Floor, 555 West Monroe, Chicago  
Stratton Office Building, 702 Conference Room, 401 S. Spring St., Springfield

### MINUTES

Present

Chicago: Raven DeVaughn, Chairman

Ken Steele, Member

Springfield: Jim Foys, Member

Sean Coombe, Attorney Central Management Services

Lexi Landers, State Travel Coordinator, Central Management Services

Webex: Chelsea Davis (Teacher Retirement System)

Sally Antonacci (Teacher Retirement System)

1. Call to Order

At approximately 1:05 PM Chairman Raven DeVaughn called to order a meeting of the Governor's Travel Control Board.

2. Roll Call

Members Present: Chairman Raven DeVaughn, Member Ken Steele, Member Jim Foys

3. Consideration of Minutes

The minutes of the meeting of the June 27, 2023 were considered and a motion was made by Ken Steele with a second to approve by Jim Foys.

4. Matters for Board Consideration

a) Exception Report for 3rd quarter of FY 23 was presented to the board

b) Travel Exceptions

1) Illinois Department of Central Management Services – Mileage/Meal - Approved

2) Illinois Department of Central Management Services – Excessive Amtrak Fees - Approved

3) Illinois Department of Central Management Services – Mileage Reimbursement - Approved

4) Illinois Department of Central Management Services - Travel Expenses due to Canceled Flight - Approved

5) Illinois Commerce Commission – Third Party Vendor Fee (Board requested to remind agency that all rules need to be followed) - Approved

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

Minutes – August 23, 2023

Page 2 of 3

- 6) Illinois Department of Public Health – Out of State Travel Costs (Jim Foys abstained) - Approved
  - 7) Illinois Department of Public Health - Canceled Flight Cost – This is a follow up to last meeting request (GTCB gave a partial approval, asked a refund still be sought, that refund has not been able to be obtained) Board requested that the employee pay the State if the company gives a refund or travel credit - Approved
  - 8) Illinois State Police – FY24 Blanket for ISP Officers out of State travel for Criminal Investigations - Approved
  - 9) Illinois Department of Veterans' Affairs – Blanket Exception for Director to use personal vehicle. Members felt that more information was needed such as if the agency has sought a more suitable vehicle from the State fleet (Chairman DeVaughn did reach out to CMS vehicles to make aware of the situation to see if there was a solution) Also has the agency checked into the purchase of a more suitable vehicle. In addition, questions were raised with how much travel on average the Director does, and if he uses the State vehicle currently from home, and that if mileage was paid he would need to deduct commuting miles. Agency needs to work on other options before the exception will be approved. Email will be sent asking for additional information.
  - 10) Illinois Department of Labor – Hotel fees due to failure to cancel The Board requested additional information. Did the employee miss training, and the reasoning as to why the room was not canceled. In addition, was the training held at the hotel, was the hotel rate a special rate for training. How did agency catch that the employee did not stay the weekend for the week long training. Email will be sent seeking additional information, and exception will be added to the agenda for the next meeting.
  - 11) Illinois Department of Commerce and Economic Opportunity – Economy plus seat upgrade for international flight – Board determined this request is not needed, as this is Out of Country travel and according to Section 2800.610 Out-of-Country Travel Expenses. Email was sent explaining to agency.
  - 12) Illinois Department of Commerce and Economic Opportunity – Mileage for Board Member - Approved
  - 13) Illinois Pollution Control Board – Amtrak Overage - Approved
  - 14) Illinois Department of Labor – Use of Mobile Home for Full Reimbursement - Approved
- c) Airbnb Language Change to section 2800.410 Employee Owned or Controlled Housing – Sean Coombe presented the language change to the board and the language was approved. In addition when the rule is changed, a travel update will be issued allowing the use of Airbnb
- d) Preferred Hotel Listing – Changes to rates will be in effect January 1, 2024. (need to decide how to move forward with best option)
- Allow existing hotels on preferred list to change their current rates to reflect change in the law, keeping in mind we ask their rack rates, so their new rate does not exceed their rack rate (this will not affect City of Chicago hotels)
  - Re-do the list and reach out to all hotels with new rate information and complete a new preferred hotel list for January.
  - Keep current preferred list and make no changes to the rates they have agreed to for FY2

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

Minutes – August 23, 2023

Page 3 of 3

It was decided by the board that all hotels will be contacted and given the chance to participate with the new lodging rates that will be effective January 1, 2024.

5. Old Business

a) Update on JCAR Rule Change – Reimbursement rates were passed through JCAR and became effective on July 28, 2023, a travel update was issued. Lexi Landers presented the update that was issued.

6. New Business

a) Discussion on most economical form of travel and how it relates to “time”  
Chairman DeVaughn we need to use this opportunity to look at time and not just mileage etc. There is value to time and we need to look at this closer. Sean Coombe stated that he had discussed this with Central Management Services (CMS) accounting in the past and there is no way to put a figure on time and travel costs. The language says most economical and efficiency should be a component in that. The language is subjective to interpretation. Sean Coombe stated that for CMS the travel arrangement form could be a way for the Director to certify that the travel is the most economical, even if the travel calculator does not show it as such. The Director of the agency can certify that it is the most economical for taking into account time as a factor. Chairman DeVaughn brought up the CMS blanket travel list, where if an employee is on the list the Travel Arrangement Form is not needed, so need to find a way for those employees as well. Chairman DeVaughn also stated that this is very situational and that this can work for her agency but it might need something else for larger agencies such as DHS or DCFS that handles a large amount of travel. All members agreed that you cannot put a dollar amount on actual time, so Sean Coombe stated that there would need to be a yes/no measure with initials. Sean Coombe also stated that this extra travel expense would come from each agency's budget so it should be used only when needed. Ken Steele agreed that this idea should move forward. The board directed Sean Coombe to come up with something to send to agencies etc. Keeping in mind that each agency has their own internal approval path travel.

7. Adjournment – A motion was made to adjourn the meeting at 2:23 PM by Jim Foys and Ken Steele seconded the motion.