

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

March 18, 2025

2:00 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: None

Springfield:

Raven DeVaughn, Chair  
Ken Steele, Member  
Jim Foys, Member  
Sean Coombe, Attorney, Central Management Services  
Anna Mason, Central Management Services, State Travel Coordinator  
Marelda Baidy, Central Management Services, State Travel Coordinator

1. Call to Order - At 2:00 PM Chair DeVaughn called to order a meeting of the Governor's Travel Control Board.
2. Roll Call - Members Present: Chair Raven DeVaughn, Member Ken Steele, Member Jim Foys.
3. Remote Attendance - None
4. Consideration of Minutes - The December 2, 2024 minutes were considered. Chair DeVaughn asked for a motion, Member Steele moved and second by Member Foys. Motion passed.
5. Presentation of the Exception Report – Marelda Baidy presented the board with the FY25 3<sup>rd</sup> quarter exception report.
6. Matters for Board Consideration
  - a) Exceptions – the following exceptions were approved
    1. Illinois Department of Transportation – Controlled Housing Addendum for FY25 and request for FY26
    2. Illinois Department of Commerce and Economic Opportunity – Extra Leg Room Fee
    3. Illinois Department of Agriculture – Travel Agent Fee
    4. Illinois Gaming Board – Resort Fees
    5. Illinois Department of Corrections – Early Departure Fee
    6. Illinois Workers' Compensation Commission – Early Departure Fee
    7. Illinois State Police – Late Checkout Fee
    8. Illinois State Police – Late Checkout Fee

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

Minutes – March 18, 2025

Page 2 of 2

- b) Exceptions – the following exceptions are approved contingent upon the Board receiving confirmation in writing answers to questions below.
  - 1. Department of Military Affairs – Employee has not received any cash or credit card refunds for the airline ticket cost for \$532.36. Also, what services/costs does the \$35.99 (included in the total charge of \$532.36) include.
  - 2. Department of Military Affairs – Employee has not received any cash or credit card refunds for the airline ticket cost for \$414.37.
  - 3. Illinois Emergency Management Agency – Employees have not received any cash or credit card refunds for the respective airline tickets in the amounts of \$418.97 and \$332.27.

Exception on hold to be considered at next GTCB meeting – Illinois Department of Public Health – Camper Rental and Fees

Letter to agency should include the following questions: did DPH receive any appropriation to pay 2023 cost for the new fiscal year, why didn't the employee(s) use a State vehicle, where is the paperwork detailing the \$60 per day parking and ask the agency to put the costs for 2023 and 2024 in charts and include a comparison with the lowest cost per person.

7) Old Business:

- a) Travel Update Airlines – Sean Coombe presented a draft travel update regarding Airline comparisons for best fare. Following discussion, the members decided to shift from a travel update to placing information in the FAQ's section on the State Travel website. Chair DeVaughn indicated the FAQ's update should be completed by April and will work with the Board attorney and the travel coordinators on ideas to consider regarding airline FAQ's.

8) New Business:

- a) Out-of Country Travel – Sean Coombe stated the Board has received questions regarding per diem for Alaska and Hawaii since the State has started following the GSA per diem rates, which apply to the 48 contiguous States. The State Department has per diem rates that include areas outside of the 48 contiguous State that could be used by State of Illinois Employees. The question presented to the Board was should the State use the Federal State Department rates or continue to use the Out of Country language used by the GTCB State Travel website. The Board members asked Sean to prepare a Travel Update to align the Out of Country rules with the existing travel guidelines. Following that discussion the Board members voted to repeal the Out of Country rule on the Travel website.
- b) Preferred Hotels FY26. Marelda Baidy reported she and Anna would begin sending letters by the end of the week to hotels asking if they wanted to become Preferred Hotels for FY26. Member Steele said he would submit two hotels near 555 W. Monroe to be included in the list of hotels that will receive letters.

- 9) Adjournment – Chair DeVaughn asked for a motion, Member Foys, moved to adjourn, second by Chair DeVaughn, motion passed. Meeting adjourned at 2:45 p.m.