

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

March 3, 2011

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 James P. Sledge
Simone McNeil

Staff

In Chicago

Tasha Green Cruzat, COO

In Springfield

Kelley Shaw, State Travel Coordinator
Bob Morgan, Deputy General Counsel

I. Call to Order

On March 3, 2011 at approximately 10:00am, Chairman James P. Sledge called to order a meeting of the Governor's Travel Control Board.

II. Consideration of Minutes

November 17, 2010

The minutes of the meeting of November 17, 2010 were approved. Motion made by Chairman Sledge with a second by Simone McNeil to approve the minutes as submitted. Motion carried 2-0.

III. New Business

Legislative Audit Commission Report

The Board reviewed and approved the FY11 2nd Quarter

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Exception Report to be sent to the Legislative Audit Commission.

IV. Approved Travel Exceptions

- A. The Board gave approval for an employee of the Department of Central Management Services to claim \$147.71 for a Late Cancellation Fee charged by a hotel.
- B. Permission was given for an employee of the Department of Revenue to claim reimbursement in the amount of \$33 for a one way fare on Amtrak.
- C. The Board approved an excess lodging charge of \$171.94 for an employee of IDPH.
- D. An employee of the IL Dept. of Financial and Professional Regulation was approved to claim reimbursement in the amount of \$50.00 for an Early Departure Fee.
- E. An employee of IEPA was given approval to claim an Excess Lodging Fee in the amount of \$171.94.
- F. Official approval was given for employees of the Illinois Tollway to claim In Headquarters Expenses in order to perform services during a blizzard.

V. Travel Exceptions – More Information Required

- A. An employee of IDOT traveled out of state and incurred an Excess Baggage Fee.
- B. An employee of IDES incurred an Airline Change Fee and a Travel Agent Fee in the amount of \$332.00 for out of state travel which was canceled. Reimbursement was requested.
- C. An employee of CMS incurred a Late Checkout fee of \$50.00.
- D. An employee of IDPH requested In Headquarters Lodging Expenses.

VI. Adjournment

The meeting was adjourned at 11:10 am. Motion carried 2-0 with Simone McNeil making the motion and Chairman Sledge with the second.