

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

August 11, 2014

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 Simone McNeil

In Springfield Amanda Sutton

Staff

In Chicago

Benno Weisberg, Deputy General Counsel

In Springfield

Kelley Wells, State Travel Coordinator

I. Call to Order

At approximately 10:00am, Chairman Simone McNeil called to order a meeting of the Governor's Travel Control Board.

II. Consideration of Minutes

April 29, 2014

The minutes of the meeting of April 29, 2014 were approved. Motion made by Simone McNeil with a second by Amanda Sutton to approve the minutes as presented.

III. New Business

Approved Travel Exceptions

STATE OF ILLINOIS
Governor's Travel Control Board

Minutes – August 11, 2014

Page 2 of 3

- 1) Sentencing Policy Advisory Committee – Valet Parking
- 2) CMS – Amtrak Fare over State Rate
- 3) Office of the State Appellate Defender – Valet Parking
- 4) Illinois Lottery – Valet Parking
- 5) IDOT – Excess Amtrak Fees
- 6) IDOT – Airline Upgrade Charge
- 7) Human Rights Commission – Early Departure Fee
- 8) State Board of Elections – Valet Parking
- 9) ILDPR - Valet Parking
- 10) ILDPR - Valet Parking
- 11) DCEO - Charge for Hotel Safe
- 12) Public Health - Valet Parking
- 13) Public Health - Excess Transportation Fees
- 14) Public Health - Hotel Cancellation Fee
- 15) Veterans' Affairs – Hotel No Show fee
- 16) DHS – Unused Airline Ticket
- 17) Illinois State Police – Blanket Exception
- 18) Illinois State Police – Airline Change fee
- 19) Revenue – Excess Baggage Fees
- 20) Revenue – Excess Baggage Fees
- 21) Revenue – Amtrak Fare over State Rate
- 22) Natural Resources – Excessive Hotel Rate
- 23) HFS – Sickness While on Travel Status
- 24) ILDPR – Airline Change Fee
- 25) ILDPR – Weekend Amtrak Fare
- 26) Insurance – Airline Economy Plus Fee
- 27) Public Health – Hotel Cancellation Fee
- 28) Public Health – Excess Transportation Costs
- 29) Public Health – Excess Transportation Costs
- 30) Public Health - Excess Lodging Costs
- 31) Public Health – Lodging Over State Rate
- 32) Public Health – Lodging Over State Rate
- 33) Public Health – Excess Travel Costs
- 34) DCEO – Airline Change Fee
- 35) DCEO – Airline Change Fee
- 36) DCEO – Hotel No Show Fees
- 37) DCEO- Amtrak Fare over State Rate
- 38) DCEO – Airline Change Fee
- 39) DCEO – Early Check in Fee
- 40) DCEO – Valet Parking
- 41) DCEO – In headquarters Lodging
- 42) DCEO – Airfare Change and Service Fees
- 43) DCEO – Valet Parking

Travel Exceptions - Denied

- 1) IDES – Rental Car Gas Prepayment Fee

STATE OF ILLINOIS
Governor's Travel Control Board

Minutes – August 11, 2014

Page 3 of 3

- 2) IDES – Rental Car Gas Prepayment Fee

Travel Exceptions – Partial Approval

- 1) Teacher's Retirement System – Car Rental Charges
- 2) Public Health – Excess Transportation Costs

V. Section 2800.235 Expenses at Headquarters or Residence

- a) FAQs for mileage reimbursement
- b) Rule change language
- c) Reaching out to agencies

VI. Zip Car Usage

VII. Adjournment

The meeting was adjourned at approximately 10:40 am. Chairman McNeil made the motion and Amanda Sutton seconded the motion.