645 Work-related Activities

645.1 Membership Fees

The department generally does not pay individual membership fees for professional, civic or various other types of professional organizations. Agency memberships, upon appropriate approval, are paid for by the department. These payments reflect memberships for the agency and not for individuals.

645.2 Travel Expenses

Certain expenses incurred while traveling on the job are reimbursable. See your supervisor for specific amounts allowed, including the forms to be completed for reimbursement. Refer to the "Employee Travel Regulations" book for specific information.

645.3 Travel Sponsored by Another Agency

Travel outside of Illinois underwritten by another agency, either state or federal, must be approved by the appropriate Division Administrator and the Director. Travel expenses for a trip underwritten by another agency are the responsibility of the individual or the sponsoring agency. If the sponsoring agency is only paying a part of the cost, then prior approval is required by the HFS's General Services Administrator and the Director.