



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Assistant Comptroller - Operations

DATE: September 5, 2012

SUBJECT: Travel Voucher Requirements - Public Act 97-0932

NUMBER: 184

Public Act 97-0932 amended the travel section of the State Finance Act (30 ILCS 105/12) to allow a State agency to maintain the original travel voucher, the receipts, and the proof of the traveler's signature on the traveler's certification statement at the office of the State agency. This section was amended as follows (new language is underlined):

(30 ILCS 105/12)

Section 12. Each voucher for traveling expenses shall indicate the purpose of the travel as required by applicable travel regulations, shall be itemized and shall be accompanied by all receipts specified in the applicable travel regulations and by a certificate, signed by the person incurring such expense, certifying that the amount is correct and just; that the detailed items charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay of such person at hotels for the time specified; that the journey was performed with all practicable dispatch by the shortest route usually traveled in the customary reasonable manner; and that such person has not been furnished with transportation or money in lieu thereof; for any part of the journey therein charged for.

Upon written approval by the office of the Comptroller, a State agency may maintain the original travel voucher, receipts, and the proof of the traveler's signature on the traveler's certification statement at the office of the State agency. However, nothing in this Section shall be construed to exempt a State agency from submitting a detailed travel voucher as prescribed by the office of the Comptroller.

Any State agency can utilize this statutory provision by executing the attached Memorandum of Understanding (MOU). The MOU must have an original signature of the Agency Head (or an official designee). Please mail the signed MOU to the Illinois Office of the Comptroller, Attention: Ellen Curtin, 325 W Adams, Springfield, IL 62704.

The Illinois Office of the Comptroller (IOC) will review all requests in a timely manner. A copy of the fully executed MOU will be sent to the State agency. Upon receipt of the MOU from the IOC, the State agency may begin implementing this new statutory provision.

If you have any questions concerning this bulletin, please contact Thwyla Drury, Manager of Voucher Control at (217) 782-3608. Agencies may access this and other Accounting, Payroll and SAMS Bulletins on the Comptroller's website at www.ioc.state.il.us under Resource Library.