



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Steven. L. Valasek, Assistant Comptroller - Operations

DATE: August 7, 2014

SUBJECT: Travel Requirements – Commuting Mileage

NUMBER: 199

This bulletin is to notify agencies that are subject to the jurisdiction of the Governor’s Travel Control Board (the “Board”) of a change to the manner in which commuting mileage is reflected on Travel Vouchers.

The Board issued Travel Update 14-06, dated June 18, 2014 (attached). The Travel Update advised that Section 2800.235 (Expenses at Headquarters or Residence) of the Board’s Administrative Rules (80 Ill. Admin Code 2800.235) had been amended. Pursuant to this rule change, unless certain limited exceptions apply, an employee seeking reimbursement for mileage to or from the employee’s residence must deduct his or her ordinary commuting mileage even if the employee has not travelled through headquarters. The previous rule required commuting mileage to be deducted only when the employee travelled through headquarters.

This rule change is effective for all travel taken on or after July 1, 2014.

Section 2800.240(d) of the Board’s rules (Preparation and Submission of Travel Vouchers) has not changed. It states:

“When a privately owned vehicle is used, the travel voucher shall show, at minimum, commuting mileage (if applicable)...”

Agencies have four options to comply with this requirement on Travel Vouchers when mileage is being claimed and the traveler departs or returns from his or her residence:

- 1) In the rows under Box 8-17, the round trip commuting miles can be shown directly under the departure line or the arrival line for each trip as a reduction of miles.

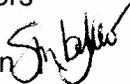
- 2) In the “Traveler’s Comments/Explanations” box, a statement can be made that “X number of commuting miles have been deducted”.
- 3) In the case where the traveler’s residence and headquarters are in the same city and the traveler departed and/or returned from his or her headquarters, a statement can be made in the “Traveler’s Comments/Explanations” box that “Traveler departed and/or returned from headquarters and no commuting miles were deducted.” Alternatively, the traveler could clearly note in the rows under Box 8-17 the point of departure and return as their headquarters (versus their residence).
- 4) Any applicable exceptions must be explained fully in the “Traveler’s Comments/Explanations” box. For example, some agencies have agreements with unions covering specific, exceptional circumstances in which commuting mileage need not be deducted. In such cases, the specific agreement allowing reimbursement of commuting mileage must be identified. Your agency’s travel coordinator will be notified by the Department of Central Management Services if your agency has any such agreement.

As a reminder, this Bulletin applies only to agencies that are subject to the jurisdiction of the Governor’s Travel Control Board.

If you have any questions about Travel Update 14-06, please contact Kelley Wells of the Governor’s Travel Control Board at (217) 782-4705. 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.



Governor's Travel Control Board Travel Update 14-06

TO: Agency Travel Coordinators
FROM: Simone McNeil, Chairman 
DATE: June 18, 2014
SUBJECT: Important Changes to Governor's Travel Control Board Rules (Part 2800)

The purpose of this Travel Update is to make you aware of some important changes to the Governor's Travel Control Board Rules (Part 2800). The rule changes were approved by JCAR on May 23, 2014 and published by the Secretary of State in the June 6, 2014 Illinois Register. The Board considers the rule changes to be taking effect **July 1, 2014**; thus, the changes are effective for all travel occurring on or after July 1, 2014.

Below is a brief summary of the rule changes. In addition, a document indicating which parts of the text have been revised is attached, and the rules, as published (including the revisions discussed herein), may be found at: <http://www.ilga.gov/commission/jcar/admincode/080/08002800sections.html>

- First, and most importantly, Section 235 of the Rules (80 Ill. Admin Code 2800.235) has been amended so that the amount of an employee's ordinary commuting mileage will no longer be reimbursable when the employee does not travel through headquarters. Previously, employees requesting reimbursement for mileage were required to deduct their ordinary commuting mileage only when they travelled through headquarters, but were not required to deduct commuting mileage on days that they did not travel through headquarters. Now commuting mileage must be deducted (that is, is not reimbursable) in all cases—even on days when employees do not travel through headquarters.

As noted above, we interpret this rule as being effective for all travel occurring on or after July 1, 2014.

- Secondly, Section 700 (80 Ill. Admin Code 2800.700), dealing with out-of-State (including international) travel, has been revised to reflect the current use of the eTravel system, and the fact that the all out-of-State travel requires GOMB approval.
- Finally, all references in Section 2800 to Government Charge Cards have been deleted, and the section dealing with the Charge Card system, Section 2800.230, has been repealed, as Government Charge Cards are no longer used.

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Please advise all appropriate personnel within your agency of these rule changes immediately. If you have questions, please contact Kelley Wells, State Travel Coordinator, at (217) 782-4705 or by email at Kelley.Wells@illinois.gov.

CC: List

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NOTICE OF ADOPTED AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE I: GENERAL TRAVEL CONTROL
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES/
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PART 2800
TRAVEL

SUBPART A: GENERAL

Section	
2800.100	Definitions
2800.110	Application and Interpretation

SUBPART B: TRAVEL CONTROL SYSTEM

Section	
2800.200	Travel Control System
2800.210	Travel Coordinator
2800.220	Travel Authority
2800.230	Government Charge Cards (<u>Repealed</u>)
2800.235	Expenses at Headquarters or Residence
2800.240	Preparation and Submission of Travel Vouchers
2800.250	Approval and Submission of Travel Vouchers
2800.260	Items Directly Billed
2800.270	Conference Registration Fees

SUBPART C: TRANSPORTATION EXPENSES

Section	
2800.300	Incidental Expenses for Private and State Owned Automobiles

SUBPART D: LODGING

Section	
2800.400	Conference Lodging
2800.410	Employee Owned or Controlled Housing

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SUBPART E: PER DIEM MEALS

Section
2800.500 Conference Meals

SUBPART F: MISCELLANEOUS RULES

Section
2800.600 Lack of Receipts
2800.650 Headquarter Designation for Agency Heads

SUBPART G: EXCEPTIONS TO THE RULES

Section
2800.700 Special Exceptions-Requested in Advance
2800.710 Ex Post Facto Exceptions

2800.APPENDIX A Reimbursement Schedule

AUTHORITY: Authorized by Sections 12-1 and 12-2 of the State Finance Act [30 ILCS 105/12-1 and 12-2] and by Section 710 of the Travel Regulation Council Rules (80 Ill. Adm. Code 3000.710).

SOURCE: Amended March 11, 1976; amended at 2 Ill. Reg. 30, p. 215, effective August 1, 1978; new rules adopted at 4 Ill. Reg. 28, p. 155, effective July 1, 1980; old rules repealed at 4 Ill. Reg. 30, p. 1224, July 1, 1980; amended at 5 Ill. Reg. 150, effective January 1, 1981; amended at 6 Ill. Reg. 6682, effective July 1, 1982; amended at 7 Ill. Reg. 9205, effective August 1, 1983; amended at 8 Ill. Reg. 127, 130, effective January 1, 1984; amended at 8 Ill. Reg. 14243, effective August 1, 1984; codified at 8 Ill. Reg. 19350; amended at 10 Ill. Reg. 18014, effective October 6, 1986; Part repealed, new Part adopted at 12 Ill. Reg. 738, effective January 15, 1988; emergency amendment at 15 Ill. Reg. 13196, effective September 1, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 17981, effective November 27, 1991; amended at 16 Ill. Reg. 4831, effective March 12, 1992; amended at 16 Ill. Reg. 13823, effective September 1, 1992; amended at 19 Ill. Reg. 36, effective January 1, 1995; amended at 19 Ill. Reg. 7858, effective July 1, 1995; amended at 20 Ill. Reg. 7379, effective May 13, 1996; emergency amendment at 22 Ill. Reg. 12082, effective July 1, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 20036, effective November 6, 1998; emergency amendment at 24 Ill. Reg. 867, effective January 1, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 7655, effective May 9, 2000; amended at 26 Ill. Reg. 14979, effective October 8, 2002; emergency amendment

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at 27 Ill. Reg. 10476, effective July 1, 2003, for a maximum of 150 days; amended at 27 Ill. Reg. 17061, effective October 23, 2003; amended at 38 Ill. Reg. _____, effective _____.

SUBPART B: TRAVEL CONTROL SYSTEM

Section 2800.230 Government Charge Cards (Repealed)

- a) ~~Agencies are encouraged to establish a Government Charge Card travel expense payment system in accordance with the agreement negotiated by the Governor's Travel Control Board.~~
- b) ~~An employee who direct bills State travel expenses at least four (4) times per year should be issued a Government Charge Card.~~
- e) ~~The Government Charge Card may only be used for business-related travel expenses, specifically transportation, lodging, meals, and other expenses considered reimbursable under this Part or under the Rules of the Travel Regulation Council (80 Ill. Adm. Code 3000, Subparts C, D, E and F). Reimbursements to the employee for charges paid for with the Government Charge Card may not exceed the amounts specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council).~~
- d) ~~Agencies are responsible for monitoring the travel expense payment system to ensure compliance with this Part and the rules of the Council and the terms of the agreement. Misuse or abuse of the Government Charge Card may result in disciplinary action.~~

(Source: Repealed at 38 Ill. Reg. _____, effective _____)

Section 2800.235 Expenses at Headquarters or Residence

- a) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel during a given day does not include travel through headquarters shall be reimbursed for all mileage traveled that day in excess of the employee's ordinary commuting mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel

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must be by the most direct route.

- b) ~~"Travel through headquarters" is defined as:
Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.~~
- be) ~~Examples of reimbursable mileage expenses include of reimbursable mileage expenses are as follows:~~
- 1) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage ~~in excess of commuting mileage because the travel was not to or through headquarters.~~
 - 2) Residence/Lincoln – Headquarters/Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. ~~The travel, by the most direct route, was through headquarters.~~
 - 3) Residence/Carbondale – Headquarters/Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.
 - 4) Residence/Evanston – Headquarters/JRTC, Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage ~~because the travel was through headquarters.~~
 - 5) Residence/Chicago – Headquarters/JRTC, Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.

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d) ~~Agencies are responsible for monitoring claims under this Section.~~

(Source: Amended at 38 Ill. Reg. _____, effective _____)

Section 2800.260 Items Directly Billed

- a) Agency Heads shall keep billing of travel expenses directly to the State to the least extent possible. ~~The Government Charge Card system specified under Section 2800.230 should be implemented to achieve this.~~
- b) Employees may not be reimbursed for items billed directly to the State. Such direct billed items shall be indicated on the travel voucher along with all reimbursable items. All columns of travel vouchers are to be totaled and cross-footed. The direct-billed total will then be deducted from the cross-footed total with the balance being the amount to be reimbursed to the employee. In all such cases supporting documentation shall also be attached if available. For transportation expenses billed directly, a copy of the State of Illinois Transportation Request form shall be attached to the invoice voucher (Form C-13). For lodging expenses billed directly, room, tax, hotel parking and business phone calls only shall be accepted. However, charges for business phone calls must be noted as such on the invoice voucher (Form C-13). Charges for phone service in a room which are automatically added to the bill by the hotel may also be direct billed. Any charges in excess of the allowable lodging rate specified in the Reimbursement Schedule (found in the rules of the Travel Regulation Council) or for restaurants, room services, personal telephone calls and other expenses shall be paid by the traveler upon check-out. Such expenses shall not be deducted from the traveler's reimbursement in exchange for direct billing. Meal and incidental expenses shall not be billed directly to the State. Such expenses shall not be in excess of the maximums allowed.

(Source: Amended at 38 Ill. Reg. _____, effective _____)

SUBPART G: EXCEPTIONS TO THE RULES

Section 2800.700 Special Exceptions – Requested In Advance

- a) Exceptions to the operation of specific provisions of this Part may be granted in advance by the Chairman of the Governor's Travel Control Board when necessary to meet special or unavoidable circumstances and when in the best interest of the

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State. Exceptions are to be requested in writing by the Agency Head and submitted sufficiently in advance to allow meaningful consideration. These exceptions are granted to specific individuals or specified groups of individuals in a single agency.

- b) ~~Travel outside of Illinios (including travel outside the contiguous United States) requires the approval of the Governor's Office of Management Budget Chairman of the Governor's Travel Control Board prior to the such travel. All requests shall be submitted to the Governor's Office of Management and Budget's on-line travel system (eTravel) at least 30 days in advance of the departure date. Requests shall be approved, partially approved or denied in writing with approval/disapproval based on the needs of the agency necessity. The agency submitting the request To show necessity, the Agency Head must describe the purpose of the travel and why it is critical and provide a detailed breakdown of travel-related costs, how the travel relates to a function of the agency, must state why the particular individuals were selected, must verify that the least costly reasonable means of travel was selected and must personally sign the request. Unless the travel is patently nonessential or clearly excessive as to cost, approval will be given.~~

(Source: Amended at 38 Ill. Reg. _____, effective _____)