



STATE OF ILLINOIS
COMPTROLLER
SUSANA A. MENDOZA

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Marvin Becker, Assistant Comptroller - Operations

DATE: April 24, 2018

SUBJECT: Travel – Mileage Reimbursement

NUMBER: 216

This bulletin is to notify agencies that are subject to the jurisdiction of the Governor's Travel Control Board (GTCB) of additional requirements for Travel Vouchers when reimbursing mileage for a personal vehicle.

The GTCB issued Travel Update 18-06, dated April 5, 2018 which can be found at <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelUpdate18-06.aspx>. The Travel Update provides additional clarification and guidance of the Travel Regulation Council Rules Section 3000.300(a) - Modes of Transportation. Pursuant to this rule "All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements." According to GTCB, "In most cases, the use of an employee's personal vehicle is not the most economical mode of transportation." Therefore, additional information must be noted on all travel vouchers that cite mileage reimbursement effective with travel that commences on or after April 3, 2018.

When agencies under the GTCB determine that using a rental car is the most economical mode of transportation but the employee chooses to use his or her personal car for their convenience, the following rules apply:

- The employee is entitled to \$32.00 for the day of departure and \$32.00 for the day of return. If the day of departure and the day of return are the same day, the employee is only entitled to \$32.00
- No additional days will be reimbursed at the \$32.00 flat rate.
- The employee cannot claim personal mileage reimbursement or claim reimbursement for fuel.
- A notation must be made in the comments section of the C-10 Travel Voucher stating that the employee has chosen to use their personal vehicle in lieu of a rental car.

- The rental car reimbursable rate must be entered in the “Transportation” column, not the “Auto Reimbursement” column on the C-10 Travel Voucher.
- The Detail Object Code cited must be 1291 or 1292; not 1295.

As a reminder, the Travel Regulation Council Rules Section 3000.300(a) – Modes of Transportation applies to ALL agencies and universities. Therefore, all travelers are subject to the following: “All travel shall be by the most economical mode of transportation available considering travel time, cost and work requirements.”

If you have any questions about Travel Update 18-06, 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 Karla Grigsby, 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 <http://illinoiscomptroller.gov/agencies>.