



STATE OF ILLINOIS  
COMPTROLLER  
SUSANA A. MENDOZA

# ACCOUNTING BULLETIN

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TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: July 2, 2019

SUBJECT: Out-of-State Travel Reimbursements to State Employees

NUMBER: 229

The Illinois Office of Comptroller (IOC) has modified the method to determine charges applicable to in-state and out-of-state travel. Previously, charges were determined based on the location where official business was conducted. If official business was conducted both in-state and out-of-state for a single trip, expenses were allocated to in-state travel (1291) and out-of-state travel (1292) accordingly.

Effective with travel vouchers submitted on or after July 2, 2019 (both FY19 and FY20 vouchers), the entire trip should be charged to out-of-state travel (1292) if any expenses are incurred out-of-state during any part of the trip. For example, if business was conducted in Collinsville, IL, and the traveler stayed in St. Louis, MO, all expenses, except mileage, will be charged to 1292 (including per diem/meals). Mileage will be charged to 1295.

Vouchers will not be rejected for non-compliance until October 1, 2019.

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 and Payroll Bulletins on the IOC website at <http://www.illinoiscomptroller.gov/agencies>.