

**APPROVED
DECEMBER 13, 2016**

Item #V-4
December 13, 2016

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR THE
ILLINOIS BOARD OF HIGHER EDUCATION AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

Submitted for: Action.

Summary: This item submits for Board action proposed amendments to the personnel policies. The policies were most recently amended on February 3, 2015.

The proposed amendments to the personnel policies for the Board and its staff will amend two policies, the Travel Policy and the Documentation for Reimbursement for Travel. The Travel Policy was first proposed and adopted in 2014 to document internal processes and clarify expectations. The second policy is required by the Ethics Act. The proposed amendments are recommended by the Chairman and have been reviewed by Burke Burns & Pinelli, Ltd.

There are no proposed amendments to the policies for state universities.

Action Requested: That the Illinois Board of Higher Education adopt the proposed amendments to the personnel policies for the Board and its staff as presented in this item.

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR THE
ILLINOIS BOARD OF HIGHER EDUCATION AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

The Illinois Board of Higher Education (IBHE or Board) first adopted personnel policies on February 3, 2004 pursuant to Section 5-5 of the State Officials and Employees Ethics Act. (5 ILCS 430/) The Act requires the Board to adopt personnel policies for public universities and for the Board and its staff. The policies must include, but are not limited to, the following: (1) work time requirements, (2) documentation of time worked, (3) documentation for reimbursement for travel on official State business, (4) compensation, and (5) the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits.

The proposed amendments are to the Travel Policy and the Documentation for Reimbursement for Travel policy. Please note that this item amends the personnel policies for the Board and its staff. This item does not propose amending the personnel policies for the public universities.

Changes to Travel Policy

- Designates Deputy Director of Fiscal Affairs& Budgeting and the Ethics Officer as the Travel Review Team
- Travel Review Team duties: Funds available, travel in compliance with HETCB rules and regulations and file annual reports
- Executive Director is limited to 6 out-of-state trips per year regardless of the funding source
- IBHE Staff is limited to 4 out-of-state trips per year regardless of funding source

Changes to Documentation for Reimbursement for Travel

- Included Prohibited Source Reimbursement Guidelines including Prohibited Source Funds must go directly to IBHE- Pursuant to the Governor's Executive Order # 9 2015
- Third Party Reimbursement shall be paid directly to IBHE
- Ride Share Services include Uber and Lyft with specific provisions.- Pursuant to the Governor's Travel Control Board Travel Update #17-03
- All Employees required to contact preferred hotels first when seeking overnight accommodations pursuant to the Governor's Travel Control Board Travel Update #17-01
- State Employees will not be reimbursed for Airbnb lodging pursuant to the Governor's Travel Control Board Travel Update #17-02

Appendix A shows the redline version of the changes to the policies and Appendix B shows the clean version for your convenience.

The personnel policies, as amended and approved, will be filed with the Executive Ethics Commission pursuant to the State Officials and Employees Ethics Act.

Chair Recommendation

The Illinois Board of Higher Education hereby:

(1) Adopts the amendments to the Travel Policy and Document for Reimbursement for Travel sections of the Personnel Policies for the Illinois Board of Higher Education and its Staff as detailed in Appendix A; and

(2) Directs the IBHE staff to incorporate the amendments into the Personnel Policies for the Illinois Board of Higher Education.

APPENDIX A: REDLINE VERSION

Travel Policy

The following policies and practices managing travel are adopted by the Illinois Board of Higher Education (IBHE) to ensure accountability and maximize the impact of travel investments on IBHE's strategic priorities and shall be effective as of January 1, 2017.

Periodic travel by members of the Board, Executive Director and IBHE Staff is necessary for the conduct of IBHE business, operations and the advancement of higher education in the State of Illinois. However, the Board, Executive Director and IBHE Staff are expected to use prudence, discretion, and good judgment to assure that all expenses incurred while in travel status for the IBHE are authorized, appropriated, and in accordance with this Travel Policy. In order to ensure compliance with this Travel Policy by the Board, Executive Director, and IBHE Staff, the Board has designated certain staff, as defined below, to review all travel requests.

All travel must be conducted in accordance with state and IBHE budgets and regulations, including, without limitation, the Illinois Higher Education Travel Control Board (HETCB) rules and regulations, as amended from time to time. To the extent any provision of this policy or these practices conflicts with the HETCB rules and regulations, the HETCB rules and regulations will control.

The Board hereby designates the Deputy Director for Fiscal Affairs & Budgeting and the Ethics Officer (hereinafter the "Travel Review Team") to review all travel requests. The Deputy Director will ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. The Ethics Officer will review travel requests for compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations. The Travel Review Team shall issue annual reports relating to compliance with the IBHE Travel Policy. Such annual report shall be prepared no later than 30 days following the end of the applicable fiscal year and shall detail: (i) the number of travel requests received, (ii) the number of travel requests approved including a summary of the basis for the approval and (iii) the number of travel requests denied including a summary of the basis for the denial.

Board Members

Pursuant to the Board of Higher Education Act, the members of the Board shall serve without compensation but they shall be reimbursed for their actual and necessary traveling and other expenses while engaged in the performance of their duties. (110 ILCS 205/5). Board members must certify that their travel is in compliance with state and agency rules and regulations before the Board can approve reimbursement of such travel. Prior approval is not required for the regularly scheduled Board and related committee meetings. Board members will consult with the Travel Review Team appropriate IBHE staff to confirm that the travel policies and practices are being followed.

Executive Director

The Board recognizes that the goals established by the Board for the IBHE Executive Director and the various positions that individual holds by virtue of his or her role as Executive Director of the IBHE will require travel in and out of the state (e.g., commissioner to the Midwestern Higher Education Compact (MHEC) and the Education Commission of the States (ECS), the state representative to the national Advisory Committee on College Readiness, and the state member of the State Higher Education Executive Officers Association (SHEEO)). The Board has made elevating the stature of the IBHE for both state and national stakeholders a priority for the position of Executive Director as well as engaging state and national partners in identifying and implementing effective practices that advance the Board's priorities for improving the performance of Illinois higher education. However, in order to maintain control over aggregate travel costs and to facilitate budgeting, it is expected that out-of-state travel for purposes of education, advancing programmatic goals and collaboration with various stakeholders, shall not exceed six (6) out-of-state trips per fiscal year, regardless of the funding source. For avoidance of doubt, the aforementioned limitation on out-of-state travel shall apply to all out-of-state travel regardless of whether funded by the IBHE or other parties.

The Executive Director will manage his or her in-state travel in consultation with the Travel Review Team appropriate agency staff to fulfill responsibilities to the IBHE and support the priorities of the agency as set forth by the Board.

The Executive Director will provide a written rationale for each out-of-state travel, which, after review by the Travel Review Team appropriate agency staff, must then be reviewed and approved by the Chair of the IBHE Board Illinois Board of Higher Education Board prior to any out-of-state travel taking place. The Executive Director will include in his or her regular reporting to the Board a written assessment of each out-of-state trip, specifying where traveled, the purpose of the travel, and the trip's contribution to the advancement of the priorities for IBHE established by the Board.

IBHE Staff

The Board recognizes that the goals established by the Board for the IBHE will require travel in and out of the state for various IBHE Staff. However, in order to maintain control over aggregate travel costs and to facilitate budgeting, it is expected that out-of-state travel for purposes furthering the IBHE's mission, programmatic goals and operations shall not exceed four (4) out-of-state trips per fiscal year, regardless of the funding source. For avoidance of doubt, the aforementioned limitation on out-of-state travel shall apply to all out-of-state travel regardless of whether funded by the IBHE or other parties. All Agency Staff Agency staff travel will be managed and must be reviewed by the Travel Review Team and then approved, in writing and in advance, by the Executive Director. Agency Staff will provide a written rationale for each out-of-state travel. It is incumbent upon the Executive Director in approving such travel to ensure staff travel is consistent with all state and agency regulations and that such travel is in furtherance of the staff member's responsibilities on behalf of the IBHE. Agency Staff will include in his or her regular reporting to the Executive Director a written assessment of each out-of-state trip specifying where traveled, the purpose of

the travel and the trip's contribution to the advancement of the priorities for IBHE established by the Board.

A failure of any employee to comply with the applicable rules and regulations of the Illinois Higher Education Travel Control Board and the IBHE policies and practices may subject that individual to discipline, up to and including termination.

(Added October 7, 2014; Amended December 13, 2016)

Documentation for Reimbursement for Travel

The Higher Education Travel Control Board (HETCB) has jurisdiction over travel by the Board, public universities, and other higher education institutions, boards, and commissions pursuant to the State Finance Act. (30 ILCS 105/12-1) The HETCB is a voting member of the Travel Regulation Council who is responsible for adopting the State Travel Regulations and Reimbursement Rates for personnel. The IBHE incorporates the HETCB administrative rules for travel reimbursement into the personnel policies.

General

Claims for reimbursement shall be supported by original receipts for railroad, bus, airplane (passenger coupon), lodging, and all other items in excess, individually, of \$10. Receipts are not required for meals on the per diem or per meal basis.

When travel is not required as a condition of employment and is a benefit to both the IBHE agency and the employee, the Executive Director Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

If a third party, such as a current stakeholder, educational partners, or a conference organization proposes to provide a portion of the travel cost, the Executive Director must approve the request for IBHE Staff and the Chair must approve the request for the Executive Director, following the guidelines detailed below.

All employee travel expenses incurred shall be reimbursed in accordance with the travel regulations of the Travel Regulation Council and the Illinois Higher Education Travel Control Board.

Prohibited Source Reimbursement

If an IBHE Staff, the Executive Director seek to attend a conference or meeting where a Prohibited Source, as defined by the State Officials and Employees Ethics Act, proposed to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Travel Review Team will consider approval in accordance with the Gift Ban provisions of the Ethics Act under the following conditions:

1. IBHE Staff Member has obtained approval in writing in advance by the Executive Director and Travel Review Team; or in the case of the Executive Director, has obtained approval in writing in advance by the Chair; and.
2. The Prohibited Source agrees to make or arrange payment or reimbursement of such costs directly with and to IBHE.

Third Party Reimbursement

If IBHE Staff or the Executive Director seeks to attend a conference or meeting where the sponsor or other third party, excluding a Prohibited Source, proposes to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Travel Review Team will consider approval and in accordance with the Gift Ban provisions of the Ethics Act. The Executive Director will make the final decision to approve the Third Party Reimbursement for an Agency Staff Member and the Chairman will make the final decision to approve the Third Party Reimbursement for the Executive Director. Any such third party reimbursement shall be paid directly to IBHE.

If an employee attends a conference where travel expenses are paid by IBHE, meals and other scheduled conference events which are provided by the sponsor may be accepted and need not be approved by the Travel Review Team when provisions of the Ethics Act are met.

Mileage

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 does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

"Travel through headquarters" is defined as: Any travel to or through Springfield, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Examples 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 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.

Mileage Rates

Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-10(b) of the Illinois Vehicle Code. (625 ILCS 5/10) Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

The current rate(s) can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Meal Allowance

The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support this allowance. Travel of 18 hours or less during the same calendar day or when a night's lodging is not required:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast (must leave before 6:00 a.m.)	\$5.50	\$6.50
Lunch	No allowance	No allowance

Dinner (must return after 7:00 p.m.)	\$17.00	\$19.00
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Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

	<u>In State</u>	<u>Out-of-State</u>
Quarter Day	\$7.00	\$8.00

Quarter Days are as follows:

- 12:00 midnight to 5:59 a.m.
- 6:00 a.m. to 11:59 a.m.
- 12:00 noon to 5:59 p.m.
- 6:00 p.m. to 11:59 p.m.

Total Per Diem Rate (per day)	\$28.00	\$32.00
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When the cost of meals for approved conferences is a part of the registration fee, and paid or reimbursed by the Higher Education Travel Control Board member institution, the traveler shall deduct the following amounts from the per diem or per meal allowance:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast	\$5.50	\$6.50
Lunch	\$5.50	\$6.50
Dinner	\$17.00	\$19.00

Modes of Transportation

1. All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.
2. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
3. State vehicles may be used when most economical. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
4. Ride sharing services such as Uber and Lyft may be reimbursed provided the following:
 - a. Employees are required to use the lowest cost services that the car sharing services offer such as "UberX" and "Lyft Standard."

- b. Employees will not be allowed to claim reimbursement for rides obtained by using "Uber XL", "UberSELECT", "UberSUV", "UberLUX", or "LyftPlus". If employees to use these services they must personally pay for the service.
- c. Employees will not be allowed to claim reimbursement when Uber is using "Surge Pricing" and Lyft is using "Prime Time" pricing. If employees are charged "Surge Pricing or "Prime Time" pricing they must personally pay for the service.
54. Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
55. Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances.
76. The rental of an auto while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
87. Privately owned vehicles may be used when authorized.
- a. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
- b. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2). However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).
98. Agency Heads may authorize the use of privately owned aircraft on State business
- a. Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher

- b. Reimbursement for the use of privately owned aircraft is set by the Higher Education Travel Control Board, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63 #173, Government Printing Office). No later amendments or editions shall act to vary this rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement).

Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

The lodging allowances specified on the Higher Education Travel Control Board Website are the maximum amounts allowable per area. The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/allowances). State of Illinois travel regulations allow for payments in excess of state rates when pre-approved by the Executive Director and approved by the Travel Control Board.

Advance approval of amounts in excess of the maximum amounts allowable is not required for conferences. To prevent confusion between an official meeting and a conference, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the **Travel Voucher** for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

If hotel documentation is not available, a **Lodging Exception** form must be completed. A report of all lodging exceptions granted by an Institution shall be submitted for approval at the quarterly Higher Education Travel Control Board meeting. While the online marketing site Airbnb may at times offer lodging within or lower than the maximum lodging rate in certain areas, the IBHE will not reimburse employees who choose to obtain lodging through Airbnb while traveling on IBHE business.

The State has negotiated special rates with certain hotels in Illinois. Employees are required to contact preferred hotels first when seeking overnight accommodations Employees should review the list of hotels when lodging is required and attempt to obtain the discounted rate before reserving a hotel room at the State's maximum allowed rate. The rates listed do not include applicable taxes. Identification as a State of Illinois employee may be required at check-in. The "preferred hotels listing" can be found on the Central Management Services (CMS) website (www2.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx).

Reimbursable / Non-reimbursable Expenses

The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1. Hire of room exhibit space, set up, and such for official business.
2. Laundry and dry cleaning if on travel status for at least 7 consecutive days.
3. Storage and handling of baggage.

4. Taxis, including reasonable tips.
5. Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay or change in plans.
6. Telephone calls to secure lodging.
7. Automobile tolls and parking fees.
8. Meals purchased for non-State employees while on travel status and in connection with State business. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.
An employee shall be considered "on travel status" while away from Springfield on authorized State business. Travel status shall begin when an employee leaves Springfield or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to Springfield or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.
9. Hotel internet charges when used for official business.

Examples of non-reimbursable expenses are:

1. Alcoholic beverages.
2. Coat check.
3. Entertainment.
4. Late check-out and room guarantee charges.
5. Meals for other State employees or officers.
6. Parking tickets or other traffic tickets and charges associated with locksmith service.
7. Tips incurred beyond those specifically provided in this Part.
8. Transportation to procure meals except when the nature and location of work at a temporary duty station are such that suitable meals cannot be procured at that location.
9. Commuting expenses. "Commuting expenses" means the cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate located on the Higher Education Travel Control Board's website.
"Commuting mileage" means the actual round trip mileage between residence and headquarters.

Employee Headquarters

Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

(Amended June 4, 2013; December 13, 2016)

APPENDIX B: CLEAN VERSION

Travel Policies

The following policies and practices managing travel are adopted by the Illinois Board of Higher Education (IBHE) to ensure accountability and maximize the impact of travel investments on IBHE's strategic priorities and shall be effective as of January 1, 2017.

Periodic travel by members of the Board, Executive Director and IBHE Staff is necessary for the conduct of IBHE business, operations and the advancement of higher education in the State of Illinois. However, the Board, Executive Director and IBHE Staff are expected to use prudence, discretion, and good judgment to assure that all expenses incurred while in travel status for the IBHE are authorized, appropriated, and in accordance with this Travel Policy. In order to ensure compliance with this Travel Policy by the Board, Executive Director, and IBHE Staff, the Board has designated certain staff, as defined below, to review all travel requests. All travel must be conducted in accordance with state and IBHE budgets and regulations, including, without limitation, the Illinois Higher Education Travel Control Board (HETCB) rules and regulations, as amended from time to time. To the extent any provision of this policy or these practices conflicts with the HETCB rules and regulations, the HETCB rules and regulations will control.

The Board hereby designates the Deputy Director for Fiscal Affairs & Budgeting and the Ethics Officer (hereinafter the "Travel Review Team") to review all travel requests. The Deputy Director will ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. The Ethics Officer will review travel requests for compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations. The Travel Review Team shall issue annual reports relating to compliance with the IBHE Travel Policy. Such annual report shall be prepared no later than 30 days following the end of the applicable fiscal year and shall detail: (i) the number of travel requests received, (ii) the number of travel requests approved including a summary of the basis for the approval and (iii) the number of travel requests denied including a summary of the basis for the denial.

Board Members

Pursuant to the Board of Higher Education Act, the members of the Board shall serve without compensation but they shall be reimbursed for their actual and necessary traveling and other expenses while engaged in the performance of their duties. (110 ILCS 205/5). Board members must certify that their travel is in compliance with state and agency rules and regulations before the Board can approve reimbursement of such travel. Prior approval is not required for the regularly scheduled Board and related committee meetings. Board members will consult with the Travel Review Team to confirm that the travel policies and practices are being followed.

Executive Director

The Board recognizes that the goals established by the Board for the IBHE Executive Director and the various positions that individual holds by virtue of his or her role as Executive Director of the IBHE will require travel in and out of the state (e.g., commissioner to the Midwestern Higher Education Compact (MHEC) and the Education Commission of the States (ECS), the state representative to the national Advisory Committee on College Readiness, and the state member of the State Higher Education Executive Officers

Association (SHEEO)). The Board has made elevating the stature of the IBHE for both state and national stakeholders a priority for the position of Executive Director as well as engaging state and national partners in identifying and implementing effective practices that advance the Board's priorities for improving the performance of Illinois higher education. However, in order to maintain control over aggregate travel costs and to facilitate budgeting, it is expected that out-of-state travel for purposes of education, advancing programmatic goals and collaboration with various stakeholders, shall not exceed six (6) out-of-state trips per fiscal year, regardless of the funding source. For avoidance of doubt, the aforementioned limitation on out-of-state travel shall apply to all out-of-state travel regardless of whether funded by the IBHE or other parties.

The Executive Director will manage his or her in-state travel in consultation with the Travel Review Team staff to fulfill responsibilities to the IBHE and support the priorities of the agency as set forth by the Board.

The Executive Director will provide a written rationale for each out-of-state travel, which, after review by the Travel Review Team, must then be reviewed and approved by the Chair of the IBHE Board prior to any out-of-state travel taking place. The Executive Director will include in his or her regular reporting to the Board a written assessment of each out-of-state trip, specifying where traveled, the purpose of the travel, and the trip's contribution to the advancement of the priorities for IBHE established by the Board.

IBHE Staff

The Board recognizes that the goals established by the Board for the IBHE will require travel in and out of the state for various IBHE Staff. However, in order to maintain control over aggregate travel costs and to facilitate budgeting, it is expected that out-of-state travel for purposes furthering the IBHE's mission, programmatic goals and operations shall not exceed four (4) out-of-state trips per fiscal year, regardless of the funding source. For avoidance of doubt, the aforementioned limitation on out-of-state travel shall apply to all out-of-state travel regardless of whether funded by the IBHE or other parties. All Agency Staff travel will be managed and must be reviewed by the Travel Review Team and then approved, in writing and in advance, by the Executive Director. Agency Staff will provide a written rationale for each out-of-state travel. It is incumbent upon the Executive Director in approving such travel to ensure staff travel is consistent with all state and agency regulations and that such travel is in furtherance of the staff member's responsibilities on behalf of the IBHE. Agency Staff will include in his or her regular reporting to the Executive Director a written assessment of each out-of-state trip specifying where traveled, the purpose of the travel and the trip's contribution to the advancement of the priorities for IBHE established by the Board.

A failure of any employee to comply with the applicable rules and regulations of the Illinois Higher Education Travel Control Board and the IBHE policies and practices may subject that individual to discipline, up to and including termination.

(Amended December 13, 2016)

Documentation for Reimbursement for Travel

The Higher Education Travel Control Board (HETCB) has jurisdiction over travel by the Board, public universities, and other higher education institutions, boards, and commissions pursuant to the State Finance Act. (30 ILCS 105/12-1) The HETCB is a voting member of the Travel Regulation Council who is responsible for adopting the State Travel Regulations and Reimbursement Rates for personnel. The IBHE incorporates the HETCB administrative rules for travel reimbursement into the personnel policies.

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When travel is not required as a condition of employment and is a benefit to both the IBHE and the employee, the Executive Director or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

If a third party, such as a current stakeholder, educational partners, or a conference organization proposes to provide a portion of the travel cost, the Executive Director must approve the request for IBHE Staff and the Chair must approve the request for the Executive Director, following the guidelines detailed below.

All employee travel expenses incurred shall be reimbursed in accordance with the travel regulations of the Travel Regulation Council and the Illinois Higher Education Travel Control Board.

Prohibited Source Reimbursement

If an IBHE Staff, the Executive Director seek to attend a conference or meeting where a Prohibited Source, as defined by the State Officials and Employees Ethics Act, proposed to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Travel Review Team will consider approval in accordance with the Gift Ban provisions of the Ethics Act under the following conditions:

1. IBHE Staff Member has obtained approval in writing in advance by the Executive Director and Travel Review Team; or in the case of the Executive Director, has obtained approval in writing in advance by the Chair; and
2. The Prohibited Source agrees to make or arrange payment or reimbursement of such costs directly with and to IBHE.

Third Party Reimbursement

If IBHE Staff or the Executive Director seeks to attend a conference or meeting where the sponsor or other third party, excluding a Prohibited Source, proposes to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the

Travel Review Team will consider approval and in accordance with the Gift Ban provisions of the Ethics Act. The Executive Director will make the final decision to approve the Third Party Reimbursement for an Agency Staff Member and the Chairman will make the final decision to approve the Third Party Reimbursement for the Executive Director. Any such third party reimbursement shall be paid directly to IBHE.

If an employee attends a conference where travel expenses are paid by IBHE, meals and other scheduled conference events which are provided by the sponsor may be accepted and need not be approved by the Travel Review Team when provisions of the Ethics Act are met.

Mileage

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 does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

“Travel through headquarters” is defined as: Any travel to or through Springfield, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Examples of reimbursable mileage expenses are as follows:

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Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all 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.

Mileage Rates

Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-10(b) of the Illinois Vehicle Code. (625 ILCS 5/10) Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

The current rate(s) can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Meal Allowance

The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support this allowance. Travel of 18 hours or less during the same calendar day or when a night's lodging is not required:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast (must leave before 6:00 a.m.)	\$5.50	\$6.50
Lunch	No allowance	No allowance
Dinner (must return after 7:00 p.m.)	\$17.00	\$19.00

Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

	<u>In State</u>	<u>Out-of-State</u>
Quarter Day	\$7.00	\$8.00

Quarter Days are as follows:

- 12:00 midnight to 5:59 a.m.
- 6:00 a.m. to 11:59 a.m.
- 12:00 noon to 5:59 p.m.
- 6:00 p.m. to 11:59 p.m.

Total Per Diem Rate (per day)	\$28.00	\$32.00
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When the cost of meals for approved conferences is a part of the registration fee, and paid or reimbursed by the Higher Education Travel Control Board member institution, the traveler shall deduct the following amounts from the per diem or per meal allowance:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast	\$5.50	\$6.50
Lunch	\$5.50	\$6.50
Dinner	\$17.00	\$19.00

Modes of Transportation

1. All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.
2. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of

transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.

3. State vehicles may be used when most economical. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
4. Ride sharing services such as Uber and Lyft may be reimbursed provided the following:
 - a. Employees are required to use the lowest cost services that the car sharing services offer such as "UberX" and "Lyft Standard."
 - b. Employees will not be allowed to claim reimbursement for rides obtained by using "Uber XL", "UberSELECT", "UberSUV", "UberLUX", or "LyftPlus". If employees to use these services they must personally pay for the service.
 - c. Employees will not be allowed to claim reimbursement when Uber is using "Surge Pricing" and Lyft is using "Prime Time" pricing. If employees are charged "Surge Pricing or "Prime Time" pricing they must personally pay for the service.
5. Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
6. Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances.
7. The rental of an auto while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
8. Privately owned vehicles may be used when authorized.
 - a. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
 - b. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2). However, in the event the rate set under federal regulations changes during the course of the

State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

9. Agency Heads may authorize the use of privately owned aircraft on State business
 - a. Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher
 - b. Reimbursement for the use of privately owned aircraft is set by the Higher Education Travel Control Board, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63 #173, Government Printing Office). No later amendments or editions shall act to vary this rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

The lodging allowances specified on the Higher Education Travel Control Board Website are the maximum amounts allowable per area. The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/allowances/). State of Illinois travel regulations allow for payments in excess of state rates when pre-approved by the Executive Director and approved by the Travel Control Board.

Advance approval of amounts in excess of the maximum amounts allowable is not required for conferences. To prevent confusion between an official meeting and a conference, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the **Travel Voucher** for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

If hotel documentation is not available, a **Lodging Exception** form must be completed. A report of all lodging exceptions granted by an Institution shall be submitted for

approval at the quarterly Higher Education Travel Control Board meeting. While the online marketing site Airbnb may at times offer lodging within or lower than the maximum lodging rate in certain areas, the IBHE will not reimburse employees who choose to obtain lodging through Airbnb while traveling on IBHE business.

The State has negotiated special rates with certain hotels in Illinois. Employees are required to contact preferred hotels first when seeking overnight accommodations and attempt to obtain the discounted rate before reserving a hotel room at the State's maximum allowed rate. The rates listed do not include applicable taxes. Identification as a State of Illinois employee may be required at check-in. The "preferred hotels listing" can be found on the Central Management Services (CMS) website (www2.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx).

Reimbursable / Non-reimbursable Expenses

The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1. Hire of room exhibit space, set up, and such for official business.
2. Laundry and dry cleaning if on travel status for at least 7 consecutive days.
3. Storage and handling of baggage.
4. Taxis, including reasonable tips.
5. Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay or change in plans.
6. Telephone calls to secure lodging.
7. Automobile tolls and parking fees.
8. Meals purchased for non-State employees while on travel status and in connection with State business. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.
An employee shall be considered "on travel status" while away from Springfield on authorized State business. Travel status shall begin when an employee leaves Springfield or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to Springfield or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.
9. Hotel internet charges when used for official business.

Examples of non-reimbursable expenses are:

1. Alcoholic beverages.
2. Coat check.
3. Entertainment.
4. Late check-out and room guarantee charges.
5. Meals for other State employees or officers.
6. Parking tickets or other traffic tickets and charges associated with locksmith service.
7. Tips incurred beyond those specifically provided in this Part.
8. Transportation to procure meals except when the nature and location of work at a temporary duty station are such that suitable meals cannot be procured at that location.

9. Commuting expenses. "Commuting expenses" means the cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate located on the Higher Education Travel Control Board's website.

"Commuting mileage" means the actual round trip mileage between residence and headquarters.

Employee Headquarters

Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

(Amended December 13, 2016)