

HIGHER EDUCATION TRAVEL CONTROL BOARD

April 27, 2022 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Kent Clapsaddle, Chicago State University
Andrea Middleton, Governors State University
Tracy Rembusch, Illinois Board of Higher Education
Zachary Vespa, Illinois Community College Board
Carla Dietsch, Illinois State University
Deborah Bonnell, Northern Illinois University
Agnes Arnold, Southern Illinois University
Susie Baker, University of Illinois System
Cheryl Webster, Western Illinois University

Absent:

Tracy McFall, Northeastern Illinois University

Guests Present:

Katie Frossard-Fischer, Governors State University
Jessica Dunn, Western Illinois University
Cathy Young, University of Illinois System

Proceedings

- Paul McCann called the meeting to order at 9:30 am.
- Cathy Young conducted roll call. Six members were present for video conference (1-ISU, 1-SIU, 1-UIS, 2-UIUC, and 1-WIU). Four members attended via phone (CSU, GSU, ICCB, and NIU).
- Paul recognized new board member Susie Baker for the University of Illinois System and guests from Governors State, Western Illinois and University of Illinois.
- The minutes for the January 26, 2022 meeting were presented. Paul asked if there were any questions on the minutes. Hearing none, Paul requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Carla Dietsch, seconded by Tracy Rembusch. Motion approved.

3rd Quarter Exceptions for FY22:

Chicago State University – No exceptions to report
Eastern Illinois University – 4 exceptions for \$355.74
Governors State University – 4 exceptions for \$455.96
Illinois Board of Higher Education – No exceptions to report
Illinois Community College Board – No exceptions to report
Illinois Math and Science Academy – 1 exception for \$31.00
Illinois Student Assistance Commission – 2 exceptions for \$22.00
Illinois State University – 15 exceptions for \$1,880.98
Northeastern Illinois University – 3 exceptions for \$690.36
Northern Illinois University – 37 exceptions for \$1,647.17
Southern Illinois University Carbondale – 50 exceptions for \$2,823.98
Southern Illinois University Edwardsville – 17 exceptions for \$1,662.35
Southern Illinois University School of Medicine – 6 exceptions for \$410.06

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – No exceptions to report

University of Illinois at Chicago – 35 exceptions for \$9,639.46

➤ **Line 20 in the amount of \$1,212.01 pulled for follow up**

➤ **Line 21 in the amount of \$3,920.00 pulled for follow up**

University of Illinois at Springfield – 3 exceptions for \$186.66

University of Illinois at Urbana-Champaign – 220 exceptions for \$30,518.24

➤ **Line 119 in the amount of \$661.69 pulled for follow up**

➤ **Line 130 in the amount of \$410.40 pulled for follow up**

➤ **Line 133 in the amount of \$638.00 pulled for follow up**

➤ **Line 216 in the amount of \$5,792.00 pulled for follow up**

University of Illinois – University Administration – 23 exceptions for \$987.59

Western Illinois University – 30 exceptions for \$1,312.65

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from University of Illinois Chicago and University of Illinois Urbana-Champaign. Motion made by Debbie Bonnell. Cheryl Webster seconded. Motion carried.

Other Business

I. Other Business

- a. Paul advised he hasn't received information from any HETCB institution to support an increase in per diem and lodging allowances. Carla will try to get information to Paul. U of I will reach out to the other Big 10 schools to see what they follow. Susie will share information she has already received from employees.
- b. Carla asked if COVID vaccine for overseas travel is required or reimbursed. What about mandated vaccines? Susie advised that U of I will reimburse for required and suggested vaccines.
- c. Tracy Rembusch asked if anyone allowed business class on Amtrak. The board advised business class may be allowed for extenuating circumstances.
- d. Debbie Bonnell asked if institutions are paying the IRS mileage per diem for electric vehicles. EIU and U of I advised they are since buying an electric vehicle is an employee's choice. Paul shared that EIU uses the most economical cost method for reimbursement. If using a vehicle, EIU reimburses based upon the mileage. The allocation of those costs depending on the vehicle may be different—the cost of gasoline vs electricity, license and the amount of depreciation, but they still pay by the mile.

Paul asked if anyone had anything else to discuss and received no response.

Paul adjourned the meeting at 9:56 am.

Submitted by Paul McCann, Chair