

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**January 24, 2024 Meeting Minutes**

**Board Members**

*Present:*

Aaron Carter, University of Illinois System  
Kent Clapsaddle, Chicago State University  
Mike Hutchinson, Eastern Illinois University  
Andrea Middleton, Governors State University  
Tracy Rembusch, Illinois Board of Higher Education  
Zachary Vespa, Illinois Community College Board  
Carla Dietsch, Illinois State University  
Tracy McFall, Northeastern Illinois University  
Deborah Bonnell, Northern Illinois University  
Agnes Arnold, Southern Illinois University  
Jessica Dunn, Western Illinois University

*Guests Present:*

Julie O'Brien, Northern Illinois University  
Greg Martin, Northern Illinois University  
Katie Frossard Fisher, Governors State University  
Susie Baker, University of Illinois System  
Cathy Young, University of Illinois System

**Proceedings**

- Aaron Carter called the meeting to order at 9:30 am.
- Cathy Young conducted roll call. Eight members were present via video (CSU, EIU, IBHE, ISU, NIU, SIU, UIUC, and WIU). Three members attended by phone (GSU, ICCB, and NEIU).
- Aaron asked if there were any questions about the October 25, 2023 minutes, which were sent to the board on November 7, 2023. Hearing none, Aaron requested a motion to accept the minutes as submitted. The motion was made by Kent Clapsaddle, seconded by Debbie Bonnell. Motion carried.

**2nd Quarter Exceptions for FY24:**

Chicago State University – No exceptions to report  
Eastern Illinois University – 34 exceptions for \$2,615.34  
Governors State University – 13 exceptions for \$1,387.45  
Illinois Board of Higher Education – 7 exceptions for \$688.88  
Illinois Community College Board – 1 exception for \$9.99  
Illinois Math and Science Academy – 9 exceptions for \$782.99  
Illinois Student Assistance Commission – 6 exceptions for \$134.00  
Illinois State University – 43 exceptions for \$5,046.94  
Northeastern Illinois University – 8 exceptions for \$1,214.98  
    ➤ **Line 4 in the amount of \$279.82 pulled for follow up**  
Northern Illinois University – 44 exceptions for \$3,767.97  
Southern Illinois University Carbondale – 86 exceptions for \$5,962.16  
Southern Illinois University Edwardsville – 42 exceptions for \$4,596.60  
Southern Illinois University School of Medicine – 23 exceptions for \$3,286.97  
State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 26 exceptions for \$2,368.03

- **Line 17 in the amount of \$299.00 pulled for follow up**

University of Illinois Chicago – 1,016 exceptions for \$292,039.36

- **Line 34 in the amount of \$370.00 pulled for follow up**
- **Line 448 in the amount of \$608.20 pulled for follow up**
- **Line 901 in the amount of \$1,036.08 pulled for follow up**
- **Line 973 in the amount of \$1,041.55 pulled for follow up**
- **Line 975 in the amount of \$358.00 pulled for follow up**

University of Illinois Springfield – 98 exceptions for \$15,100.06

- **Line 30 in the amount of \$1,805.35 pulled for follow up**
- **Line 33 in the amount of \$967.24 pulled for follow up**

University of Illinois Urbana-Champaign – 3466 exceptions for \$688,171.91

- **Line 32 in the amount of \$1,475.00 pulled for follow up**
- **Line 39 in the amount of \$1,773.00 pulled for follow up**
- **Line 103 in the amount of \$1,545.00 pulled for follow up**
- **Line 660 in the amount of \$2,151.00 pulled for follow up**
- **Line 694 in the amount of \$660.00 pulled for follow up**
- **Line 952 in the amount of \$765.00 pulled for follow up**
- **Line 1012 in the amount of \$2,224.00 pulled for follow up**
- **Line 1054 in the amount of \$908.00 pulled for follow up**
- **Line 1236 in the amount of \$1,286.00 pulled for follow up**
- **Line 1316 in the amount of \$577.30 pulled for follow up**
- **Line 1341 in the amount of \$1,286.00 pulled for follow up**
- **Line 1469 in the amount of \$646.11 pulled for follow up**
- **Line 1501 in the amount of \$1,596.50 pulled for follow up**
- **Line 1850 in the amount of \$2,960.00 pulled for follow up**
- **Line 1890 in the amount of \$1,107.00 pulled for follow up**
- **Line 1931 in the amount of \$701.96 pulled for follow up**
- **Line 1955 in the amount of \$578.00 pulled for follow up**
- **Line 1957 in the amount of \$1,206.00 pulled for follow up**
- **Line 1996 in the amount of \$1,020.00 pulled for follow up**
- **Line 2006 in the amount of \$654.33 pulled for follow up**
- **Line 2073 in the amount of \$654.33 pulled for follow up**
- **Line 2136 in the amount of \$866.00 pulled for follow up**
- **Line 2148 in the amount of \$984.00 pulled for follow up**
- **Line 2157 in the amount of \$726.67 pulled for follow up**
- **Line 2174 in the amount of \$695.29 pulled for follow up**
- **Line 2447 in the amount of \$1,078.00 pulled for follow up**
- **Line 2448 in the amount of \$580.00 pulled for follow up**
- **Line 2491 in the amount of \$808.00 pulled for follow up**
- **Line 2549 in the amount of \$718.00 pulled for follow up**
- **Line 2625 in the amount of \$716.75 pulled for follow up**
- **Line 2643 in the amount of \$787.25 pulled for follow up**
- **Line 2649 in the amount of \$1,550.00 pulled for follow up**
- **Line 2675 in the amount of \$696.24 pulled for follow up**
- **Line 2884 in the amount of \$908.00 pulled for follow up**
- **Line 2885 in the amount of \$1,317.00 pulled for follow up**
- **Line 2904 in the amount of \$856.04 pulled for follow up**
- **Line 2941 in the amount of \$1,505.00 pulled for follow up**
- **Line 2958 in the amount of \$578.00 pulled for follow up**
- **Line 2976 in the amount of \$1,644.00 pulled for follow up**
- **Line 3137 in the amount of \$888.00 pulled for follow up**

- **Line 3174 in the amount of \$780.87 pulled for follow up**
- **Line 3241 in the amount of \$663.10 pulled for follow up**
- **Line 3277 in the amount of \$787.00 pulled for follow up**
- **Line 3280 in the amount of \$578.00 pulled for follow up**
- **Line 3349 in the amount of \$618.00 pulled for follow up**

University of Illinois – System Administration – 173 exceptions for \$25,055.33

- **Line 82 in the amount of \$337.48 pulled for follow up**
- **Line 106 in the amount of \$159.00 pulled for follow up**
- **Line 123 in the amount of \$175.10 pulled for follow up**
- **Line 126 in the amount of \$640.00 pulled for follow up**
- **Line 158 in the amount of \$566.00 pulled for follow up**

Western Illinois University – 73 exceptions for \$2,592.64

Aaron requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Northeastern Illinois University, State Universities Retirement System, the University of Illinois Chicago, the University of Illinois Springfield, the University of Illinois Urbana-Champaign, and the University of Illinois System Administration. Motion made by Carla Dietsch. Mike Hutchinson seconded. Motion carried.

### **Other Business**

#### a. JCAR updates

- i. The January 16 meeting postponed the review of the rules until early February but the new statute for meal per diem, lodging, and mileage was effective January 1, 2024 so institutions may implement. Jessica asked if everyone is only reimbursing meals and not incidentals. Carla advised ISU is only reimbursing meals. Aaron advised that lunch is still not reimbursed for travel less than 18 hours (same day). Other schools stated the same. U of I is staying with quarter system for meal reimbursement as that did not change.

- b. Jessica asked if anyone has employees stay on campus, their designated headquarters, and allow it. Carla advised yes when required by job responsibilities, event requirements, etc. U of I is the same.

Aaron asked if anyone had questions or other business to discuss. Hearing none, he advised the next meeting is scheduled for Wednesday, April 24, 2024, at 9:30am.

Aaron requested a motion to adjourn. Motion made by Carla Dietsch. Seconded by Jessica Dunn.

Meeting adjourned at 9:59 am.

Submitted by Aaron Charter, Chair