

**HIGHER EDUCATION TRAVEL CONTROL BOARD**  
**January 27, 2016 Meeting Minutes**

**Board Members**

*Present:*

Melinda Gieseke, Governors State University  
Bruce Bennett, Illinois Board of Higher Education  
Andrew Jenkins, Illinois Community College Board  
Katie Smith, Northeastern Illinois University  
Deborah Bonnell, Northern Illinois University  
Connie Hess, Southern Illinois University  
Duane Elmore, University of Illinois  
Cheryl Webster, Western Illinois University

*Absent:*

Chicago State University  
Paul McCann, Eastern Illinois University  
Mary Kentzler, Illinois State University

*Guests Present:*

Katie Frossard – Fisher, Governors State University  
Rhonda Vail, Western Illinois University  
Bob O’Bear, Western Illinois University  
Carla Dietsch, Illinois State University  
Cathy Young, University of Illinois

**Proceedings**

- Duane Elmore called the meeting to order at 9:32 am.
- Cathy Young conducted roll call. Seven members were present for video conference (1-GSU, 1-ISU, 3-UIS, 1-UIUC, and 1-WIU). Duane asked for a motion to allow Katie Smith to participate via phone. A motion was made by Melinda Gieseke and seconded by Connie Hess. Motion approved.
- Duane recognized guests from Governors State University, Western Illinois University, Illinois State University, and University of Illinois.
- The minutes for the October 27, 2015 meeting were presented. Duane asked if there were any questions on the minutes. Hearing none, Duane requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Katie Smith, seconded by Connie Hess. Motion approved.

**2<sup>nd</sup> Quarter Exceptions for FY16**

Chicago State University – 3 exceptions for \$58.00  
Eastern Illinois University – 38 exceptions for \$1,467.97

Governors State University – 6 exceptions for \$585.45  
 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 \$69.00  
 Illinois Student Assistance Commission – 2 exceptions for \$80.00  
 Illinois State University – 39 exceptions for \$2,004.14  
 Northeastern Illinois University – 24 exceptions for \$3,511.18  
 Northern Illinois University – 7 exceptions for \$385.49  
 Southern Illinois University Carbondale – 160 exceptions for \$8,405.69  
 Southern Illinois University Edwardsville – 49 exceptions for \$3,843.37  
 Southern Illinois University School of Medicine – 3 exceptions for \$508.00  
 State Universities Civil Service System – No exceptions to report  
 State Universities Retirement System – 17 exceptions for \$2,178.00  
 University of Illinois at Chicago – 308 exceptions for \$50,947.76
 

- **Line #67 in the amount of \$505.00 pulled for follow up**
- **Line #69 in the amount of \$672.00 pulled for follow up**
- **Line #73 in the amount of \$1,772.78 pulled for follow up**
- **Line #297 in the amount of \$522.00 pulled for follow up**
- **Line #304 in the amount of \$786.00 pulled for follow up**

 University of Illinois at Springfield – 27 exceptions for \$4,202.67  
 University of Illinois at Urbana-Champaign – 1116 exceptions for \$127,139.91
 

- **Line #285 in the amount of \$219.98 pulled for follow up**
- **Line #656 in the amount of \$181.00 pulled for follow up**
- **Line #677 in the amount of \$218.00 pulled for follow up**
- **Line #707 in the amount of \$397.00 pulled for follow up**
- **Line #997 in the amount of \$108.00 pulled for follow up**

 University of Illinois – University Administration – 49 exceptions for \$4,546.28  
 Western Illinois University – 50 exceptions for \$3,487.90

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

### Other Business

- Duane reminded the Board that the mileage per diem rate decreased from \$.575/mile to \$.54/mile effective 1/1/16 and advised that the HETCB website has been updated.
- Cheryl Webster advised that all Board members have completed their ethics training and she has received all certificates. Cheryl will e-mail Duane so he can inform the Office of Executive Inspector General (OEIG) that the HETCB Board is in compliance.
- Duane attended the Travel Regulation Council (TRC) meeting on Dec. 10, 2015. He advised that the TRC has a different mission than higher education has and they seemed unconcerned with the issues facing institutions of higher education.

- Duane brought up meal per diem rates and requested an increase. TRC members were not concerned about meal per diem rates and would not support an increase.
- Duane brought up lodging allowance rates and asked why the TRC doesn't follow the GSA lodging rates since it follows the GSA for mileage. He was looking for a potential lodging allowance increase in major cities. The TRC will not consider GSA lodging rates for any cities.
- Duane suggested the TRC use a different index than the GSA for mileage. CMS supports a decrease to \$.42/mile but TRC will not decrease the rate. Duane advised that other state agencies mandate the use of fleet cars and the U of I is looking at other ways to decrease mileage reimbursements.
  - Cheryl Webster advised that WIU is only reimbursing at \$.50/mile since that is what a fleet vehicle would cost. Cheryl asked if WIU is out of compliance by doing this. Duane advised that per TRC, schools cannot reimburse less than the GSA mileage rate. Employees can claim the differential on taxes when a school reimburses less than the GSA rate.
  - Bruce Bennett advised that the IBHE requires a statement of unavailability of a fleet vehicle before allowing employees to drive their personal vehicle and receive mileage reimbursement.
  - Duane advised that he will follow up with Kelley Wells for additional information.
- Duane will continue to request increases to meal per diem and lodging allowance rates at future TRC meetings.
- Debbie Bonnell advised that NIU has an employee who chose to use a private car service to drive to Chicago at a cost of over \$300, due to an inability to drive. Since this was not the least expensive mode of transportation, NIU only reimbursed the employee at the allowable mileage rate. Cheryl asked if there was an exception for this type of request should it come up again.
  - Duane advised that the U of I would approve this exception only if medical documentation of the employee's inability to drive was provided.
  - Cheryl Webster advised that WIU would also approve if medical documentation was provided.

Duane asked if anyone had any new business to discuss and received no response.

Duane announced the next meeting of the HETCB is scheduled for April 27, 2016 at 9:30 am.

Duane asked for a motion to adjourn the meeting. Motion made by Connie Hess, seconded by Debbie Bonnell. Meeting adjourned at 10:06 a.m.

Submitted by Duane Elmore, Chair