

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

**Board Members**

*Present:*

Paul McCann, Eastern Illinois University  
Melinda Gieseke, Governors State University  
Bruce Bennett, Illinois Board of Higher Education  
Andrew Jenkins, Illinois Community College Board  
Mary Kentzler, Illinois State University  
Katie Smith, Northeastern Illinois University  
Deborah Bonnell, Northern Illinois University  
Duane Elmore, University of Illinois  
Cheryl Webster, Western Illinois University

*Absent:*

Chicago State University  
Connie Hess, Southern Illinois University

*Guests Present:*

Katie Frossard – Fisher, Governors State 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, 2-ISU, 2-UIS, and 2-UIUC). Duane asked for a motion to allow Katie Smith to participate via phone. A motion was made by Melinda Gieseke and seconded by Debbie Bonnell. Motion approved. Cheryl Webster joined shortly after via phone.
- Duane recognized guests from Governors State University, Illinois State University, and University of Illinois.
- The minutes for the January 27, 2016 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 Bruce Bennett, seconded by Katie Smith. Motion approved.

**3rd Quarter Exceptions for FY16**

Chicago State University – 3 exceptions for \$377.00  
Eastern Illinois University – 15 exceptions for \$2,167.18  
Governors State University – 5 exceptions for \$1,283.90  
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 \$9.00  
 Illinois Student Assistance Commission – 1 exceptions for \$19.00  
 Illinois State University – 35 exceptions for \$2,192.71  
 Northeastern Illinois University – 24 exceptions for \$3,726.03  
 Northern Illinois University – 9 exceptions for \$460.00  
 Southern Illinois University Carbondale – 54 exceptions for \$4,785.17  
 ➤ **Line #40 in the amount of \$28.00 pulled for follow up**  
 ➤ **Line #41 in the amount of \$28.00 pulled for follow up**  
 ➤ **Line #42 in the amount of \$28.00 pulled for follow up**  
 Southern Illinois University Edwardsville – 34 exceptions for \$2,052.22  
 Southern Illinois University School of Medicine – 2 exceptions for \$64.59  
 State Universities Civil Service System – No exceptions to report  
 State Universities Retirement System – 8 exceptions for \$586.00  
 University of Illinois at Chicago – 479 exceptions for \$65,151.87  
 ➤ **Line #152 in the amount of \$778.00 pulled for follow up**  
 ➤ **Line #153 in the amount of \$795.00 pulled for follow up**  
 ➤ **Line #155 in the amount of \$854.76 pulled for follow up**  
 ➤ **Line #377 in the amount of \$318.00 pulled for follow up**  
 ➤ **Line #384 in the amount of \$449.90 pulled for follow up**  
 ➤ **Line #390 in the amount of \$236.00 pulled for follow up**  
 ➤ **Line #478 in the amount of \$522.00 pulled for follow up**  
 University of Illinois at Springfield – 24 exceptions for \$1,843.18  
 University of Illinois at Urbana-Champaign – 536 exceptions for \$54,955.70  
 ➤ **Line #211 in the amount of \$389.00 pulled for follow up**  
 ➤ **Line #466 in the amount of \$129.00 pulled for follow up**  
 ➤ **Line #530 in the amount of \$735.78 pulled for follow up**  
 ➤ **Line #535 in the amount of \$397.00 pulled for follow up**  
 University of Illinois – University Administration – 22 exceptions for \$2,659.74  
 ➤ **Line #5 in the amount of \$142.00 pulled for follow up**  
 ➤ **Line #12 in the amount of \$538.00 pulled for follow up**  
 Western Illinois University – 26 exceptions for \$2,141.37  
 ➤ **Line #14 in the amount of \$612.00 pulled for follow up**

Duane requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Southern Illinois University Carbondale, University of Illinois at Chicago, University of Illinois at Urbana-Champaign, University of Illinois Administration, and Western Illinois University. Motion made by: Melinda Gieseke. Paul McCann seconded. Motion carried.

### **Other Business**

- Duane asked the Board how they handled travel pre-approval; is it mandatory, centralized, or handled on a case by case basis?
  - Paul responded that travel pre-approval is required at Eastern. The travel plan, expenses, etc. are submitted to a supervisor for approval.
  - Melinda advised that Governors State now requires any overnight travel to be

- approved by a supervisor and the provost.
- Mary advised that Illinois State has forms to be approved by the Dept. Chair and the fiscal agent signs off on travel vouchers.
  - Duane advised the U of I was the same as ISU.
- Duane asked how the other institutions make travel arrangements and encouraged use of the IPHEC contract with Corporate Travel Planners (CTP).
    - Katie advised that Northeastern uses a local agency for individual airfare and it is up to each traveler to handle their own arrangements.
    - Melinda asked the Board who is using CTP:
      - Duane advised that while the U of I has very good contracts, none are mandated, so U of I adoption of the CTP contract is around 25%. The booking fees are low, we have dedicated full service agents, they handle group travel, and we now have discount agreements with Southwest and United and access to many more hotel room discounts. CTP tracks unused tickets and we earn reward points with American and Delta. We are continuing to grow the program and working to centralize travel.
      - Paul advised that Eastern uses CTP and is happy with them.
      - Mary advised that ISU also uses CTP and is very pleased.
    - Duane advised that he wants to seek relief for high procurement restrictions.
  - Duane asked the Board if their institutions provide non-fleet vehicles for their Presidents and/or departments and if yes, if the use is for official business only and/or for personal use.
    - Paul advised that Eastern charges their President back for monthly mileage to take vehicle home at the IRS rate of .39/mile.
    - Duane advised that U of I has vehicles donated and mileage reimbursement rates vary but policy is being looked at for potential changes.
    - Duane recommended using the GSA mileage reimbursement rate of .39/mile for provided/donated vehicles.

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 Wednesday, July 27, 2016 at 9:30 am.

Duane asked for a motion to adjourn the meeting. Motion made by Paul McCann, seconded by Katie Smith. Meeting adjourned at 10:17 a.m.

Submitted by Duane Elmore, Chair