

HIGHER EDUCATION TRAVEL CONTROL BOARD
October 25, 2017 Meeting Minutes

Board Members

Present:

Paul McCann, Eastern Illinois University
Andrea Middleton, Governors State University
Bruce Bennett, Illinois Board of Higher Education
Sarah Robinson, Illinois Community College Board
Carla Dietsch, Illinois State University
Katie Smith, Northeastern Illinois University
Deborah Bonnell, Northern Illinois University
Amanda Cannon, Southern Illinois University
Gloria Keeley, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Marcie Aranda, Chicago State University

Guests Present:

Katie Frossard-Fisher, Governors State University
Rhonda Vail, Western Illinois University
Robert O’Bear, Western Illinois University
Tracy McFall – Northeastern University
Cathy Young, University of Illinois

Proceedings

- Paul McCann called the meeting to order at 9:33 am.
- Cathy Young conducted roll call. Six members were present for video conference (1-GSU, 3-UIS, 1-UIUC, and 1-WIU). Paul asked for a motion to allow Carla Dietsch, Katie Smith, Debbie Bonnell, and Gloria Keeley to participate via phone. A motion was made by Cheryl Webster and seconded by Bruce Bennett. Motion approved.
- Paul recognized guests from Governors State University, Western Illinois University, Northeastern and University of Illinois.
- The minutes for the July 26, 2017 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 Debbie Bonnell, seconded by Gloria Keeley. Motion approved.

1st Quarter Exceptions for FY18

Chicago State University – 3 exceptions for \$263.00

Eastern Illinois University – 16 exceptions for \$459.65

Governors State University – 20 exceptions for \$1,836.14

- **Line #16 in the amount of \$69.99 pulled for follow up**

Illinois Board of Higher Education – No exceptions to report

Illinois Community College Board – No exceptions to report

Illinois Math and Science Academy – 8 exceptions for \$236.00

Illinois Student Assistance Commission – 8 exceptions for \$4,372.07

- **Line #1 in the amount of \$569.58 pulled for follow up**
- **Line #2 in the amount of \$591.70 pulled for follow up**
- **Line #3 in the amount of \$837.25 pulled for follow up**
- **Line #4 in the amount of \$593.40 pulled for follow up**
- **Line #5 in the amount of \$665.44 pulled for follow up**
- **Line #6 in the amount of \$320.25 pulled for follow up**
- **Line #7 in the amount of \$591.70 pulled for follow up**
- **Line #8 in the amount of \$202.75 pulled for follow up**

Illinois State University – 30 exceptions for \$2,047.16

Northeastern Illinois University – 9 exceptions for \$1,093.30

- **Line #6 in the amount of \$119.00 pulled for follow up**

Northern Illinois University – 7 exceptions for \$454.29

Southern Illinois University Carbondale – 116 exceptions for \$7,304.75

- **Line #3 in the amount of \$158.00 pulled for follow up**
- **Line #5 in the amount of \$109.00 pulled for follow up**
- **Line #62 in the amount of \$79.00 pulled for follow up**
- **Line #90 in the amount of \$79.00 pulled for follow up**
- **Line #101 in the amount of \$89.00 pulled for follow up**
- **Line #112 in the amount of \$79.00 pulled for follow up**

Southern Illinois University Edwardsville – 49 exceptions for \$4,666.80

- **Line #7 in the amount of \$85.80 pulled for follow up**
- **Line #10 in the amount of \$79.47 pulled for follow up**

Southern Illinois University School of Medicine – 10 exceptions for \$1,972.44

- **Line #1 in the amount of \$110.10 pulled for follow up**
- **Line #2 in the amount of \$110.10 pulled for follow up**
- **Line #8 in the amount of \$89.00 pulled for follow up**

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 11 exceptions for \$1,794.78

- **Line #3 in the amount of \$247.93 pulled for follow up**

University of Illinois at Chicago – 247 exceptions for \$47,461.11

- **Line #27 in the amount of \$278.00 pulled for follow up**
- **Line #35 in the amount of \$155.48 pulled for follow up**
- **Line #36 in the amount of \$139.98 pulled for follow up**
- **Line #45 in the amount of \$76.00 pulled for follow up**
- **Line #54 in the amount of \$406.00 pulled for follow up**
- **Line #59 in the amount of \$162.00 pulled for follow up**

- **Line #79 in the amount of \$983.17 pulled for follow up**
 - **Line #85 in the amount of \$452.60 pulled for follow up**
 - **Line #86 in the amount of \$78.96 pulled for follow up**
 - **Line #121 in the amount of \$172.00 pulled for follow up**
 - **Line #183 in the amount of \$267.00 pulled for follow up**
 - **Line #245 in the amount of \$339.00 pulled for follow up**
- University of Illinois at Springfield – 20 exceptions for \$2,351.64
- **Line #7 in the amount of \$721.45 pulled for follow up**
 - **Line #19 in the amount of \$154.42 pulled for follow up**
 - **Line #20 in the amount of \$339.00 pulled for follow up**
- University of Illinois at Urbana-Champaign – 1012 exceptions for \$130,962.52
- **Line #7 in the amount of \$226.66 pulled for follow up**
 - **Line #41 in the amount of \$289.00 pulled for follow up**
 - **Line #83 in the amount of \$289.00 pulled for follow up**
 - **Line #295 in the amount of \$315.60 pulled for follow up**
 - **Line #296 in the amount of \$315.60 pulled for follow up**
 - **Line #311 in the amount of \$264.00 pulled for follow up**
 - **Line #316 in the amount of \$1,210.45 pulled for follow up**
 - **Line #321 in the amount of \$202.00 pulled for follow up**
 - **Line #500 in the amount of \$384.63 pulled for follow up**
 - **Line #503 in the amount of \$407.00 pulled for follow up**
 - **Line #557 in the amount of \$114.99 pulled for follow up**
 - **Line #572 in the amount of \$119.00 pulled for follow up**
 - **Line #577 in the amount of \$84.99 pulled for follow up**
 - **Line #578 in the amount of \$84.99 pulled for follow up**
 - **Line #653 in the amount of \$800.18 pulled for follow up**
 - **Line #780 in the amount of \$115.22 pulled for follow up**
 - **Line #921 in the amount of \$136.00 pulled for follow up**
 - **Line #941 in the amount of \$534.66 pulled for follow up**
 - **Line #942 in the amount of \$534.66 pulled for follow up**
 - **Line #954 in the amount of \$164.30 pulled for follow up**
 - **Line #1004 in the amount of \$74.99 pulled for follow up**
 - **Line #1005 in the amount of \$74.99 pulled for follow up**
 - **Line #1006 in the amount of \$74.99 pulled for follow up**
 - **Line #1007 in the amount of \$74.99 pulled for follow up**
 - **Line #1008 in the amount of \$74.99 pulled for follow up**
- University of Illinois – University Administration – 30 exceptions for \$3,202.45
- **Line #18 in the amount of \$209.00 pulled for follow up**
- Western Illinois University – 27 exceptions for \$1,362.48
- **Line #12 in the amount of \$169.00 pulled for follow up**
 - **Line #26 in the amount of \$86.00 pulled for follow up**

Seven exceptions for University of Illinois originally pulled from the FY17 4th Quarter Exceptions Report stating Required Location as an explanation for exceeding the allowable lodging rate were pulled a second time. Some Board members thought these exceptions should be considered ‘Conference lodging’ and removed from the report. Several board members asked

to review the regulations regarding conference lodging for discussion at the January meeting. Cathy Young will provide links to the relevant sections of the Illinois Administrative Code.

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Governors State University, Illinois Student Assistance Commission, Northeastern Illinois University, Southern Illinois University Carbondale, Southern Illinois University Edwardsville, Southern Illinois University School of Medicine, State Universities Retirement System, University of Illinois Chicago, University of Illinois Springfield, University of Illinois Urbana-Champaign, University of Illinois Administration, and Western Illinois University. Motion made by Cheryl Webster. Carla Dietsch seconded. Motion carried.

Other Business

III. Other Business

- Follow up discussion on third party contracts for out of state employee travel.
 - i. Gloria looked into this further, learned that it is difficult to gather this information and, since the instances of it occurring are so minimal, is ok with the way the reports are currently being submitted.
- GTCB Travel Update #17-03 for Ride Sharing Services
 - i. Gloria asked the group how they are addressing the surge pricing. GSU stated time cannot be controlled. Ride share is better than paying an employee to park a personal vehicle. Paul said EIU does not see much surge pricing. Gloria stated that ride sharing response time is typically better than taxi response time. Everyone agreed to continue to focus on least total cost.
- International meal per diem
 - i. E-mail from Governors State University
 - 1. GSU advised they are using out of state meal per diem for international travel and allowing the charges on a P-Card. What is everyone else doing? University of Illinois follows the [Department of State Meals and Incidental Expenses \(M&IE\) rates](#) and does not allow per diem to be paid on a P-Card. Multiple board members responded that P-Card is not allowed for international meal per diem. Paul suggested the Board members review the [Department of State Meals and Incidental Expenses \(M&IE\) rates](#) and discuss these topics again at the January meeting.
 - ii. Debbie Bonnell asked about interviews during spring break for a faculty position. Interviewee was a current employee but had traveled to his home in Wisconsin for the break then requested mileage reimbursement for his return to campus for the interview. Several board members advised the employee should not be reimbursed since the interview took place at the employee's headquarters. Andrea requested a copy of the regulations regarding headquarters and commuting expenses. Cathy Young will provide the link to the relevant section of the Illinois Administrative Code.
 - iii. Cheryl advised board members to look for the upcoming annual ethics training she will be sending out.

Paul announced the next meeting of the HETCB is scheduled for Wednesday, January 31, 2018 at 9:30 am.

Paul asked for a motion to adjourn the meeting. Motion made by Cheryl Webster, seconded by Bruce Bennett. Meeting adjourned at 10:46 a.m.

Submitted by Paul McCann, Acting Chair