

HIGHER EDUCATION TRAVEL CONTROL BOARD
May 7, 2013 Meeting Minutes

Board Members

Present:

Bruce Bennett, Illinois Community College Board
Connie Hess, SIU School of Medicine
Peggy Ho, Northeastern Illinois University
Mary Kentzler, Illinois State University
Karen Kissel, Governor's State University
Paul McCann, Eastern Illinois University
Jasmin McIntosh, Northern Illinois University
Carol Mullen, Illinois Board of Higher Education
Maxine Sandretto, University of Illinois
Cheryl Webster (for Dana Biernbaum), Western Illinois University

Absent:

Charon Frazier-Parks – Chicago State University

Guests Present:

Andrea Middleton, Governor's State University
Holly Spence, Western Illinois University
Rhonda Vail, Western Illinois University
Pat Walsh, University of Illinois

Proceedings

- Maxine Sandretto called the meeting to order at 9:32 a.m.
- Pat Walsh conducted roll call. Eight members were present for video conference (1-GSU, 1-ISU, 3-UIS, 2-UIUC, 1-WIU). Maxine Sandretto requested a motion to allow Jasmin McIntosh and Peggy Ho to participate via phone. A motion was made by Paul McCann and seconded by Connie Hess. Motion approved.
- Maxine Sandretto also recognized guests present from Governor's State University, Western Illinois University, and University of Illinois.
- The minutes for the January 29, 2013 meeting were presented, no changes were noted. Maxine Sandretto requested a motion to accept the minutes as submitted. A motion to approve as submitted was made by Bruce Bennett, seconded by Peggy Ho. Motion approved.

3rd Quarter Exceptions for FY13

Chicago State University – 2 exceptions for \$868.40
Eastern Illinois University – 34 exceptions for \$1,031.93
Governors State University – 17 exceptions for \$1,230.89
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 \$1,200.78
Illinois Student Assistance Commission – No exceptions to report

Illinois State University – 74 exceptions for \$8,983.92
 Northeastern Illinois University – 12 exceptions for \$2,308.59
 Northern Illinois University – No exceptions to report
 Southern Illinois University Carbondale – 76 exceptions for \$5,605.80
 Southern Illinois University Edwardsville – 26 exceptions for \$1,456.90
 Southern Illinois University School of Medicine – No exceptions to report
 State Universities Civil Service System – 2 exceptions for \$22.96
 State Universities Retirement System – 16 exceptions for \$826.98
 University of Illinois (1st three quarters of FY13) – 1,688 exceptions for \$253,442.39

- **Line #18 in the amount of \$110.00 pulled for follow up**
- **Line #45 in the amount of \$110.00 pulled for follow up**
- **Line #63 in the amount of \$110.00 pulled for follow up**
- **Line #75 in the amount of \$127.00 pulled for follow up**
- **Line #124 in the amount of \$375.00 pulled for follow up**
- **Line #654 in the amount of \$109.00 pulled for follow up**
- **Line #1418 in the amount of \$767.00 pulled for follow up**
- **Line #1430 in the amount of \$1,096.00 pulled for follow up**

University of Illinois (all FY12 exceptions from TEM) – 641 exceptions for \$47,190.62

- **Line #207 in the amount of \$1,556.00 pulled for follow up**

Western Illinois University – 51 exceptions for \$3,348.69

Maxine Sandretto requested a motion to accept the exception reports as presented, excluding the nine exceptions pulled for follow up for the University of Illinois. Connie Hess made a motion to accept the reports as presented minus the exceptions pulled for follow up. Carol Mullen seconded. Motion carried

Other Business

- Maxine Sandretto presented two requests from Illinois Mathematics and Science Academy for exceptions to allow reimbursement of a second bag for two employees on business travel, due to the employee being in travel status for at least five consecutive days. Per Bylaws, only one piece of checked baggage per employee, per flight shall be reimbursable. However, exceptions will be considered on a case-by-case basis. A motion to approve both requests was made by Connie Hess and seconded by Paul McCann. Motion approved.
- Maxine Sandretto recognized the retirements of two HETCB members, Louise Williams at Chicago State University and Peggy Podlasek from the Illinois Board of Higher Education. Letters have been received from both agencies appointing replacements. Charon Frazier-Parks is the new HETCB member for Chicago State University. Carol Mullen is the new HETCB member for Illinois Board of Higher Education.
- Mary Kentzler noted that there was not a standard report format being used for reporting exceptions. Cheryl Webster noted some headings were inconsistent (such as days vs. nights for lodging). It was discussed and agreed that noting durations of trips in days is not an accurate reflection of the exceptions being reported. It was agreed that the column heading to reflect the number of nights for which exceptions are reported will be “Exception Nights”. A new spreadsheet will be sent to all agencies reflecting this change. A motion was made by Mary Kentzler to make the heading change and seconded by Cheryl Webster. Motion approved.
- A question was raised regarding the link on the HETCB website to foreign per diem rates. Some agencies did not believe that the website should link to the Federal site with M&IE because incidental rates are not allowed. Nothing in travel policy indicated this is the correct or required interpretation. It was noted that some entities who are members of the HETCB allow M&IE and others do not. It was determined that agencies can be more restrictive, if they wish, and may provide links to their employees to the appropriate website for foreign reimbursement

allowances. HETCB link will remain as is.

- Paul McCann noted that Eastern Illinois University used the University of Illinois link to calculate per diem. With the new TEM System now in use, this link is no longer available. He requested assistance to provide EIU with this information. Maxine agreed to check with someone at the U of I regarding this request.
- Mary Kentzler will be leading the next meeting of the HETCB, due to the retirement of Maxine Sandretto from the University of Illinois on June 30. Karen Kissel thanked Maxine Sandretto for her service to the Board.

The next meeting of the HETCB is scheduled for July 30, 2013 at 9:30 am.

Motion was made by Paul McCann to adjourn, seconded by Karen Kissel. Meeting adjourned at 10:12 a.m.

Submitted by Maxine Sandretto, Chair