

HIGHER EDUCATION TRAVEL CONTROL BOARD

April 25, 2018 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
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
Katie Smith, Northeastern Illinois University

Guests Present:

Katie Frossard-Fisher, Governors State University
Robert O’Bear, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Paul McCann called the meeting to order at 9:31 am.
- Cathy Young conducted roll call. Eight members were present for video conference (1-GSU, 2-ISU, 3-UIS, 1-UIUC, and 1-WIU). Paul asked for a motion to allow 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 and University of Illinois.
- The minutes for the March 5, 2018 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 Gloria Keeley, seconded by Carla Dietsch. Motion approved.

3rd Quarter Exceptions for FY18

Chicago State University – 2 exceptions for \$352.48
Eastern Illinois University – 32 exceptions for \$2,123.83
Governors State University – 2 exceptions for \$110.60
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 \$19.99
Illinois Student Assistance Commission – 7 exceptions for \$704.45
 ➤ **Line #6 in the amount of \$192.29 pulled for follow up**
 ➤ **Line #7 in the amount of \$146.70 pulled for follow up**
Illinois State University – 46 exceptions for \$2,586.97
Northeastern Illinois University – 12 exceptions for \$1,528.09

Northern Illinois University – 4 exceptions for \$242.72
 Southern Illinois University Carbondale – 105 exceptions for \$6,410.86
 Southern Illinois University Edwardsville – 22 exceptions for \$1,118.64
 Southern Illinois University School of Medicine – 11 exceptions for \$1,648.80
 State Universities Civil Service System – No exceptions to report
 State Universities Retirement System – 13 exceptions for \$1,853.00
 University of Illinois at Chicago – 248 exceptions for \$43,311.69

- **Line #1 in the amount of \$381.51 pulled for follow up**
- **Line #11 in the amount of \$692.49 pulled for follow up**
- **Line #23 in the amount of \$291.00 pulled for follow up**
- **Line #52 in the amount of \$109.00 pulled for follow up**
- **Line #142 in the amount of \$420.00 pulled for follow up**
- **Line #205 in the amount of \$657.00 pulled for follow up**

University of Illinois at Springfield – 21 exceptions for \$1,183.70
 University of Illinois at Urbana-Champaign – 959 exceptions for \$108,247.58

- **Line #324 in the amount of \$238.00 pulled for follow up**
- **Line #510 in the amount of \$920.80 pulled for follow up**
- **Line #562 in the amount of \$317.70 pulled for follow up**
- **Line #578 in the amount of \$718.00 pulled for follow up**
- **Line #754 in the amount of \$327.00 pulled for follow up**
- **Line #791 in the amount of \$595.10 pulled for follow up**
- **Line #793 in the amount of \$279.00 pulled for follow up**
- **Line #794 in the amount of \$778.65 pulled for follow up**
- **Line #892 in the amount of \$390.46 pulled for follow up**

University of Illinois – University Administration – 37 exceptions for \$3,917.16

- **Line #35 in the amount of \$770.00 pulled for follow up**

Western Illinois University – 29 exceptions for \$2,029.69

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Illinois Student Assistance Commission, University of Illinois Chicago, University of Illinois Urbana-Champaign and University of Illinois Administration. Motion made by Debbie Bonnell. Cheryl Webster seconded. Motion carried.

Other Business

III. Other Business

- International meal per diem
 - i. Discuss the [Department of State Meals and Incidental Expenses \(M&IE\) rates](#)
 1. Amanda explained that SIU is having a reimbursement of foreign lodging issue, not a meal issue. Carbondale is reimbursing travelers for either actual hotel receipts or foreign lodging per diem but Edwardsville and School of Medicine is allowing receipts only. Gloria stated that U of I allows either receipts or per diem. ISU, NIU, and WIU require receipts only for foreign lodging.
 2. Paul explained that the IHETCB and GTCB are separate boards under the umbrella of the Travel Regulation Council (TRC) and reminded members that individual institutions may be more restrictive than the HETCB or TRC rules but cannot be less restrictive.
 3. Amanda asked if the HETCB follows the GTCB and board members advised that we do not, we must follow the TRC rules only.
- Airbnb charges, hotel resort fees, and mileage reimbursement
 - i. How do the HETCB rules apply?
 1. Paul reviewed the recent GTCB travel update #18-06 and stated again that GTCB

- rules do not apply to HETCB institutions unless the HETCB votes to adopt them.
2. Amanda advised that SIU considers locations when reimbursing for resort fees. Gloria advised that U of I reviews each resort fee for the business services, such as wifi, that are included in the fee. Cheryl advised that WIU will reimburse a resort fee when it's mandated, such as at conference hotels.
 3. Gloria advised that U of I is researching Airbnb further and would like to add this topic to the next quarter's meeting agenda.
- GTCB Travel Updates
 - i. Do they effect HETCB institutions?
 1. As stated above, the HETCB and GTCB are separate boards under the umbrella of the Travel Regulation Council (TRC).
 2. GTCB Travel updates are issued for employees of the GTCB only.
 3. GTCB Travel updates impact HETCB institutions only when the TRC or HETCB votes to adopt them.
 4. If a HETCB institution is interested in pursuing a GTCB Travel update for potential adoption, the topic is added to the next quarter meeting's agenda for discussion and a possible vote on whether or not to adopt it.
 5. If no HETCB institution is interested in adopting a GTCB travel update then a vote is not required and the travel update can be ignored.
 6. Individual HETCB institutions may choose to establish or follow more restrictive travel policies than those adopted by the TRC or other HETCB institutions.
 - Gloria advised that U of I is collecting info on reimbursing for dependent care costs when grant funds are used. UI peer institutions do not allow this and consider them taxable income. Gloria asked for input from board. Paul advised EIU does not allow them.

Paul asked if anyone had any other questions, comments or agenda items and received no responses.

Paul adjourned meeting at 10:18 am.

Submitted by Paul McCann, Chair