

Monday, September 11, 2023



# TRAVEL GUIDELINES FOR IWIB MEMBERS

# OVERVIEW

- New IWIB Members: Getting Started
- Completing the CMS Travel Cost Calculator
- Explanation of Transportation, Lodging, Per Diem/Meal Allowance, and Other Expenses
- Completing the “Travel Request Form”
- Completing the “Non-State Employee Reimbursement Report”
- Documents Needed by the Department for Reimbursement
- Additional Travel Resource Information



# New IWIB Members: Let's Get Started



- Get set up in the CMS accounting system (SAP)
  - Email OET Travel Coordinator
    - Full Name
    - Home Address
    - Phone Number
    - Accounting will provide OET Travel Coordinator with SAP Vendor#. This is a unique identifier used on all travel vouchers for reimbursement. Replaces CEO Number.
- Submit W-9
- Enroll in Direct Deposit:
  - [Direct Deposit Sign Up - The Illinois Office of Comptroller \(illinoiscomptroller.gov\)](http://illinoiscomptroller.gov)

# I need to attend an IWIB meeting, now what?

## 1. Determine the Most Economical Mode of Transportation

Rental Car vs. Personal Car - use the CMS Trip Cost Calculator

- Governor's Travel Control Board Travel Update 20-02: Hertz Rental
- Governor's Travel Control Board Travel Update 23-04: Hertz Rental Rate Increase
- Governor's Travel Control Board Travel Update 23-03: Mileage Reimbursement
- Governor's Travel Control Board Travel Update 18-06 (Updated): Personal Vehicle Usage

Amtrak - General Reservations (800) USA-RAIL

- Governor's Travel Control Board Travel Update 19-02: Amtrak Rate
  - Route between Chicago and Springfield – State Rate: \$24 one-way (state rate may not be available via the website)
  - Other routes – lowest available fare (Coach Class)
  - Business Class upgrade fee will NOT be reimbursed



# How to use the CMS Trip Cost Calculator



The Trip Cost Calculator below is designed to help agencies and drivers select the most cost effective available option for state employee business transportation as outlined in the [State Employee Business Transportation Policy \(/cms/agency/vehicles/Pages/StateEmployeeBusinessTransportationPolicy.aspx\)](https://cms/agency/vehicles/Pages/StateEmployeeBusinessTransportationPolicy.aspx). Drivers input the number of days or hours and miles for upcoming travel. The calculator displays the associated cost and from there you can choose the form of transportation which is most economical.

Note: Cost of Rental Car also includes \$.175 cents per mile for fuel.

Complete the online form using the CMS Trip Cost Calculator.

[Trip Cost Calculator - Fleet Management \(illinois.gov\)](https://illinois.gov)

- Enter how many days the traveler will utilize a vehicle
  - Do NOT enter anything into the “hours” field
  - If the car rental is in the Chicago Metro area, check the box
- Click “Calculate”

As non-state employees, compare *rental* car and *personal* car estimates *only* when determining the most economical mode of transportation.

Please enter trip duration and miles

Hours \*   
Days   
Miles

Would you rent a car in the Chicago Metro area?

Calculate

Vehicle Type	Standard	Midsized	Compact
State Car	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rental Car	N/A	<input type="text"/>	<input type="text"/>
Zip Car	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal Car	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lowest cost of transportation	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trip calculation printed

# Examples: Chicago Metro vs Other Areas



Note: Effective January 1, 2023 the new reimbursement rate is 65.5 cents per mile.

sample

Please enter trip duration (days) and miles

Hours \*

Days

Miles

Would you rent a car in the Chicago Metro area?

Calculate

Vehicle Type	Standard	Midsize	Compact
State Car	\$ 235.20	\$ 235.20	\$ 201.60
Rental Car	N/A	\$ 276.00	\$ 269.00
Personal Car	\$ 393.00	\$ 393.00	\$ 393.00
Lowest cost of transportation	State Car	State Car	State Car

Trip calculation printed 9/11/2023 8:31 AM

Note: Effective January 1, 2023 the new reimbursement rate is 65.5 cents per mile.

sample

Please enter trip duration (days) and miles

Hours \*

Days

Miles

Would you rent a car in the Chicago Metro area?

Calculate

Vehicle Type	Standard	Midsize	Compact
State Car	\$ 235.20	\$ 235.20	\$ 201.60
Rental Car	N/A	\$ 244.00	\$ 237.00
Personal Car	\$ 393.00	\$ 393.00	\$ 393.00
Lowest cost of transportation	State Car	State Car	State Car

Trip calculation printed 9/11/2023 11:59 AM

# What if I want to drive my personal vehicle?



## According to Governor's Travel Board Travel Update 18-06 (Updated):

When it is determined that using a rental car is the most economical mode of transportation, the traveler ***may use their personal car and would be entitled to claim a \$32 flat rate*** for the day of departure and a \$32 flat rate for the day of return.

NOTE: If a traveler is on travel status for multiple days to the same destination, no additional days shall be reimbursed at the \$32 flat rate.

Note: Cost of Rental Car also includes \$.175 cents per mile for fuel.

Note: Effective January 1st 2022 the new reimbursement rate is 58.5 cents per mile.

Please enter trip duration and miles

Hours \*

Days

Miles

Would you rent a car in the Chicago Metro area?

Calculate

Vehicle Type	Standard	Midsize	Compact
<del>State Car</del>	<del>\$ 138.80</del>	<del>\$ 138.80</del>	<del>\$ 134.40</del>
Rental Car	N/A	\$ 136.00	\$ 132.00
Personal Car	\$ 234.00	\$ 234.00	\$ 234.00
Lowest cost of transportation	State Car	Rental	Rental

Trip calculation printed 6/15/2022 11:35 AM

# What do I need to know about booking a hotel?

## 1. Lodging Accommodations

Lodging – Within the State of Illinois

Category	Rate
Chicago Metro	Federal Rate *
Suburban Cook County	\$134.00
Counties of DuPage, Kane, Lake, McHenry and Will	\$95.00
Downstate Illinois – Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$85.00
Downstate Illinois – All other counties	\$75.00

- The Governor's Travel Control Board has negotiated discounted lodging rates with over 300 hotels throughout the state (see [Preferred Hotel Listings](#)).
- The lodging rates listed do not include any applicable taxes.
- Resort fees and “in-room safe” fees are never reimbursable expenses.
- Valet parking is capped to \$30 per day; self-parking is fully reimbursable.
- **NOTE:** When making reservations at a hotel for overnight stay, ensure you are receiving the **STATE** rate for downstate Illinois and the **FEDERAL** rate for Chicago metro.





# What do I need to know about booking a hotel in Chicago?

## 2. Lodging Accommodations (continued)



**Daily lodging rates (excluding taxes) | October 2022 - September 2023**  

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter Results...

Primary Destination 	County 	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Chicago	Cook / Lake	\$218	\$218	\$134	\$134	\$134	\$134	\$216	\$216	\$216	\$187	\$187	\$218

Showing 1 to 1 of 1 entries



Hotels in the Chicago Metro area (City of Chicago) will utilize the Federal General Services Administration rate which fluctuates. When making reservations in the Chicago Metro Area employee should always attempt to obtain a room at or below the rate listed for the time period at [www.gsa.gov](http://www.gsa.gov).

# Travel Request Form

## • Complete Travel Request Form

- Must be completed PRIOR to departure
- This is an “estimate” of expected travel expenses
- Name of Traveler, Work Hours, Destination (City and State), Purpose of Travel, Travel Dates, and Time of Departure and Return
- Enter Lodging Information
- Calculate Per Diem (only applicable if overnight lodging)
- Meal Reimbursement (only applicable if travel >10 hours)
- Travel Options: use the drop-down arrow to choose the preferred transportation
- Miscellaneous: include parking, tolls, Uber, etc

### DCEO Travel Request

<input checked="" type="checkbox"/> IN-STATE	<input type="checkbox"/> OUT-OF-STATE	<input type="checkbox"/> OUT OF COUNTRY	<input type="checkbox"/> ZERO TRAVEL VOUCHER <small>Director's signature not required for Zero Travel Voucher; needs supervisor's initials/date</small>	Trip FY22 #TR Date: 5/25/2022
Name of Traveler: [REDACTED]				Office Phone: [REDACTED]
Destination: [REDACTED]				Work Hours: [REDACTED]
Purpose of Travel: [REDACTED]				
Appropriation(Traveler's and Direct Bill): 913-42030-4900-0000		000-00000-0000-0000		Sub A: 5263
EPC		Category Code: 83	Sequence#: 0002	
Travel Dates: [REDACTED]		Departure Date	Thru	Return Date
Time of Departure and Return: [REDACTED]		Departure Time	Return Time	
Additional passengers utilizing assigned vehicle: N/A				

				Travelers Reimbursement	Direct Bill
Traveler's Reimbursement for Lodging:	[REDACTED]	# of Nights @ [REDACTED]	including tax	\$0.00	
Direct Bill Lodging	[REDACTED]	# of Nights @ [REDACTED]	including tax		\$0.00
Per Diem <sup>1</sup>	[REDACTED]	In-State Quarters @ \$7.00		\$0.00	
	[REDACTED]	Out-of-State @ \$8.00		\$0.00	
Meal Reimbursement <sup>2</sup>	[REDACTED]	Breakfast Only <sup>3</sup> @ \$5.50		\$0.00	
	[REDACTED]	Dinner Only <sup>4</sup> @ \$17.00		\$0.00	

Travel Options: (Click on cell below for drop down bar)

CLICK IN THIS BOX TO MAKE TRAVEL SELECTION					
Personal Vehicle w/ Reimbursement	# of Miles @ \$0.585	[REDACTED]	\$0.00	\$0.00	
What is the distance of your normal commute? <sup>5</sup>	# of Miles @ -\$0.585	Walk/train <input type="checkbox"/>	\$0.00		
Conference Registration Fee	If comped, please provide reason here		\$0.00	\$0.00	
Miscellaneous	[REDACTED]		\$0.00	\$0.00	
Subtotal			\$0.00	\$0.00	
Total Estimated Cost of Trip				\$0.00	

~~For Motor Pool Use:~~

Estimated Round Trip Mileage:	[REDACTED]	No state car available	Union? <input type="checkbox"/> No <input type="checkbox"/>
Keys Picked Up: Date:	[REDACTED]	Time: [REDACTED]	
Vehicle Picked Up: Date:	[REDACTED]	Time: [REDACTED]	Will overtime be used for this request? <input type="checkbox"/> No <input type="checkbox"/>
Keys Returned: Date:	[REDACTED]	Time: [REDACTED]	
Number of passengers including driver:	[REDACTED]		

OFFICIAL STATE OF ILLINOIS BUSINESS WEEKEND USAGE AUTHORIZED BY: \_\_\_\_\_

Deputy Director's Signature

**Before Departing, check glove box for Accident Forms and Vehicle Instruction Manual**

EQ#	[REDACTED]	Plate #	[REDACTED]	Make/Model	[REDACTED]
-----	------------	---------	------------	------------	------------

I certify that this vehicle will only be used for official state business while in my possession

Traveler's Signature	[REDACTED]	Date	[REDACTED]	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Deputy or Approver's Signature	[REDACTED]	Date	[REDACTED]	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Director's Signature or blanket approval #	[REDACTED]	Date	[REDACTED]		

1 - Applicable when: on travel status for 18 ≤ hours  
2 - Applicable when: on travel status & work for 10 ≤ hours but less than 18  
3 - Applicable if: traveler leaves HQ or residence 2 ≤ hours before regular work day (valued @ \$56.50 when on OS travel status)  
4 - Applicable if: traveler arrives back at HQ or residence 2 ≤ hours after regular work day (valued @ \$19.00 when on OS travel status)  
5 - Per Travel Update 15-02: If traveling via personal auto, commuting mileage must be deducted for non-AFSCME employees, if not departing from or returning to HQ

# Travel Request Form: Con't



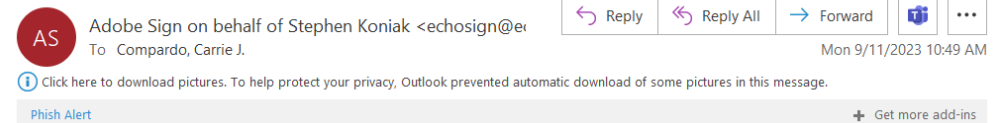
- OET Travel Coordinator – Carrie Compardo: [carrie.compardo@illinois.gov](mailto:carrie.compardo@illinois.gov)
- Email the following information:
  - Name, Home Address, Phone Number
  - Location of Destination
  - Departure Date
  - Departure Time
  - Return Date
  - Return Time
  - Mode of Transportation
    - Rental Car or Personal Car
      - If trip cost calculator shows rental car as cheapest, but you chose to take your personal car, then \$32 flat rate
      - If trip cost calculator shows personal car is cheapest, eligible to request mileage reimbursement
    - Amtrak

# Travel Request: Con't.

- Smartsheet Approval Process:

- OET Travel Coordinator will submit the online travel request
- Receive an email from Stephen Koniak – Adobe Sign Form
- Click on Review and Approve
- Apply Electronic Signature
- Form will be automatically sent to the next level approval

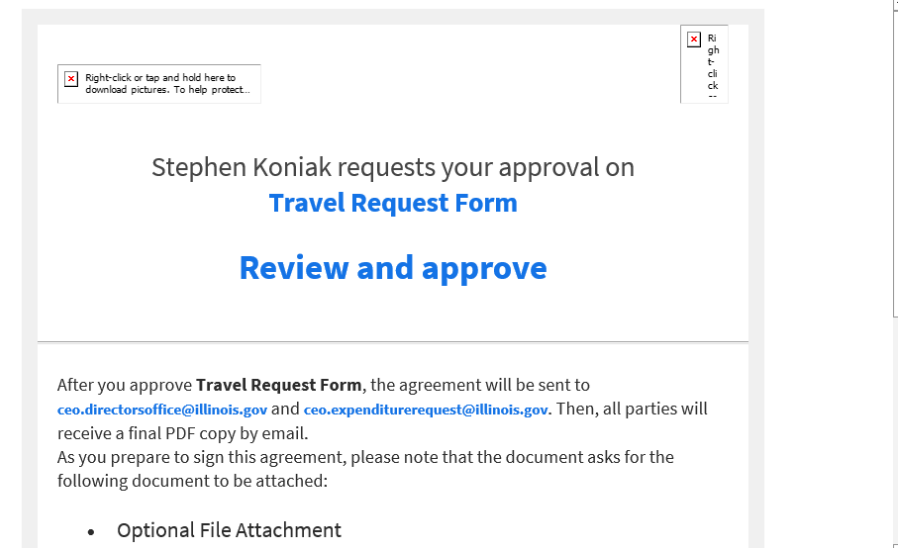
[External] Approval requested on "Travel Request Form"



AS Adobe Sign on behalf of Stephen Koniak <echosign@er...>  
To: Compardo, Carrie J.  
Mon 9/11/2023 10:49 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Phish Alert + Get more add-ins



Stephen Koniak requests your approval on **Travel Request Form**

**Review and approve**

After you approve **Travel Request Form**, the agreement will be sent to [ceo.directoroffice@illinois.gov](mailto:ceo.directoroffice@illinois.gov) and [ceo.expenditurerequest@illinois.gov](mailto:ceo.expenditurerequest@illinois.gov). Then, all parties will receive a final PDF copy by email.


As you prepare to sign this agreement, please note that the document asks for the following document to be attached:


- Optional File Attachment


# Travel Request: Con't

- **Final Approval:** The Traveler and Travel Coordinator will both receive a copy of the agreement.
  - Open agreement
  - Save to travel file


[External] Completed: "Travel Request Form"

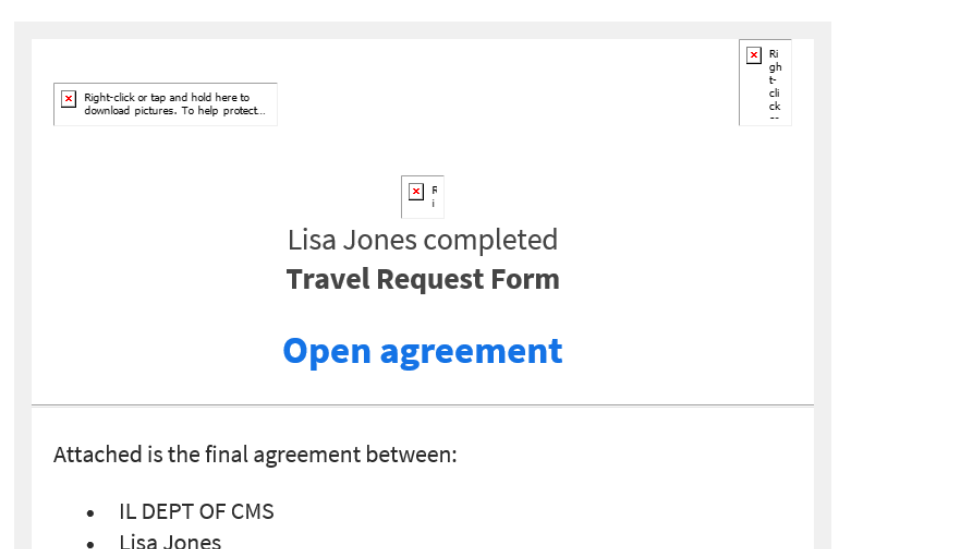
 IL DEPT OF CMS <echosign@echosign.com> Reply Reply All Forward Share More  
To: CEO.DirectorsOffice; CEO.ExpenditureRequest; Compardo, Carrie J.; Compardo, Carrie J.; Koniak, Stephen L.; Jones, Lisa D. Wed 8/9/2023 10:20 AM


 [Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)


 Travel Request Form - signed.pdf  
684 KB


Phish Alert

 Get more add-ins



 Right-click or tap and hold here to download pictures. To help protect...

 Right-click or tap and hold here to download pictures. To help protect...

 **Lisa Jones completed Travel Request Form**

**Open agreement**

Attached is the final agreement between:

- IL DEPT OF CMS
- Lisa Jones

# Travel Voucher: Reimbursement



1. Complete the updated “Non-State Employee Reimbursement Report”
  - Enter: Traveler’s Information
    - Name
    - Address
    - SAP Number
    - Purpose of travel \*DO NOT use acronyms or abbreviations
  - Enter: Travel Information
    - Travel dates
    - Departure location/Arrival location
    - Corresponding dates/times
    - Expenses (rental car, lodging, per diem, miscellaneous parking)
    - Additional traveler comments/explanations
  - Sign and date
2. Submit the signed reimbursement report, CMS cost calculator, hotel receipt, and any receipt of \$10 or more to OET Travel Liaison via email.

# Travel Voucher: Con't

- OET Submission Process:
  - Email OET Travel Coordinator **all** receipts upon completion of trip
  - OET Coordinator will fill out the form on your behalf
  - OET Coordinator will email you a copy of the form to review and approve
    - Edits and Revisions can be made
  - Apply Signature and return form to OET Coordinator
  - OET Coordinator will attach all documents and receipts to the voucher
  - OET Coordinator email voucher package to accounting for reimbursement

STATE OF ILLINOIS  
DCEO  
Revised 11/14/19

**NON-STATE EMPLOYEE REIMBURSEMENT REPORT** FY 2024

ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY  
Attn: \_\_\_\_\_  
607 E Adams St, Springfield, IL 62701-1643

Traveler's Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ CEO Number: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Purpose of Travel: \_\_\_\_\_

8. Date	9. Departed From		10. Arrived At		11. Auto Mileage @ 0.655	12. Auto Reimbursement	13. Trans	14. Lodging	15. Meals or/ Per Diem	16. Other Expenses		17. Line Totals	
	Place	Time	Place	Time						Item	Amount		
<b>Subtotal:</b>					0.0	0.00	0.00	0.00	0.00	0.00		0.00	
<b>Less Direct Billed:</b>												0.00	
					22. 0.0	23. 0.00	24. 0.00	25. 0.00	26. 0.00	27. 0.00	Sub Totals	0.00	0.00
31. Traveler Comments/Explanations:										<b>29. Total Amount</b>	\$	0.00	

Fiscal Liaisons - please complete the fields below

SAP Funded Program: \_\_\_\_\_  
 Cost Center: \_\_\_\_\_  
 EMF#: \_\_\_\_\_

I certify that the travel indicated is correct and just and that the costs were incurred while performing official business for the Department of Commerce and Economic Opportunity.

\_\_\_\_\_  
Traveler Signature Date

This certifies that the travel shown was required by the official duties of the traveler.

\_\_\_\_\_  
Head of Unit Signature Date

# Travel Voucher: Con't



- Documents Needed to receive Travel Reimbursement
  - Travel Request
  - Travel Voucher
  - Hotel/Lodging Receipt
  - Transportation Receipt
    - Rental Car/Fuel Receipt
    - Amtrak
  - Miscellaneous Receipts
    - Parking/Garage Receipt
    - Uber/Taxi/Excess Baggage
  - Supporting Documents
    - Itinerary/Agenda
    - Trip Cost Calculator



# Travel Resource Information



- [Central Management Services \(CMS\) Travel Guide](#) –

This website houses all the Governor’s Travel Control Board Travel Regulations, Travel Updates, Reimbursement Schedule, Lodging Guidelines, Preferred Hotel Listings, and Transportation Procedures and Agreements, etc.

- [CMS Trip Cost Calculator Guide](#) –

This website houses the calculator, as well as Hertz Car Rental rates and reservation guidelines as outlined in the Travel Update 20-02.

- Utilize Parking Apps in the Chicago area – [Spot Hero](#), [ParkWhiz](#), or other parking phone apps.

- Chicago hotel valet parking is capped at \$30 per night.
- Self-parking hotel fees are reimbursable.

- Out-Of-State Travel -- All out-of-state travel requests must be submitted in writing to DCEO/OET for approval at least 45 days prior to the travel date(s). The request will be submitted to the Governor’s Office for approval.

# Contact Information



Carrie Compardo

Illinois Department of Commerce and Economic Opportunity

Office of Employment and Training

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Springfield, IL 62701

217.986-1397

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