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)
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

Complete the online form using the CMS Trip Cost Calculator.

Trip Cost Calculator - Fleet Management (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.
Examples: Chicago Metro vs Other Areas

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

Please enter trip duration (days) and miles

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Standard</th>
<th>Midized</th>
<th>Compact</th>
</tr>
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<tbody>
<tr>
<td>State Car</td>
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<td>$235.20</td>
<td>$201.00</td>
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<td>Rental Car</td>
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<td>$200.00</td>
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<tr>
<td>Personal Car</td>
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<tr>
<td>Lowest cost of transportation</td>
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<td>State Car</td>
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</table>

Trip calculation printed: 9/12/2023 8:31 AM

Please enter trip duration (days) and miles

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<td>State Car</td>
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</table>

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

1. Lodging Accommodations

Lodging – Within the State of Illinois

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

- 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)

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
Travel Request Form: Con’t

• OET Travel Coordinator – Carrie Compardo: 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
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
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
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
607 E Adams St, 3rd Floor
Springfield, IL 62701
217.986-1397
Carrie.Compardo@illinois.gov