

SECRETARY OF STATE TRAVEL CONTROL BOARD

Minutes of Meeting held on Thursday, April 16, 2015

Terri Coombes called the April 16, 2015 Travel Control Board meeting to order at 11:00 a.m., in Room 213 Statehouse, Springfield, Illinois.

Roll call was taken. Present was Terri Coombes, Linda Piccioli, Amy Williams, Amanda Trimmer, Jacqueline Price, Jacki DiCianni, and Angela Inghram.

Amanda Trimmer moved to approve the minutes of the previously held Travel Control Board meeting of January 29, 2015, and Jacki DiCianni second the motion.

Committee members reviewed and discussed the Legislative Audit Commission travel exceptions quarterly report. Angela Inghram reported that due to valet parking costs, the quarterly report was higher than normal. Jackie Price explained that any expense, outside of CMS travel rules, require the board to give a travel exception. Employees are required to submit a memo to the travel control board requesting payment of any overages due to special circumstances. Once the approval or disapproval is given, a memo from the travel control board is attached to employees' travel voucher.

Amy Williams reported that currently the Secretary of State travel control board does not have their own administrative code. She said it is an option the board may want to consider in the instances our travel control board rules deviate from CMS travel rules. The board decided to take the idea under consideration.

Amanda Trimmer reported on the CMS Travel Update #15-04 which approves valet parking cost of \$30.00 in the City of Chicago. The board will further research the cost of valet parking and will discuss it at the next travel control board meeting.

The next travel control board meeting will be held on Wednesday, July 15, 2015 at 11:00 a.m. The board will then discuss and decide on the meeting schedule for the year.

Amy Williams moved to adjourn the meeting and Linda Piccioli second the motion.