

SECRETARY OF STATE TRAVEL CONTROL BOARD

Minutes of Meeting held on Thursday April 21, 2016

Jacki DiCianni called the April 21, 2016 Travel Control Board Meeting to order at 11:10 a.m., in Room 213 Statehouse, Springfield, Illinois.

Roll Call was taken. Present were Linda Piccioli, Amy Williams, Amanda Trimmer, Jaqueline Price, Jacki DiCianni, and Alexander Holmes. Chairman Terri Coombes was absent. Ms. DiCianni acted as Chairperson.

Linda Piccioli moved to approve minutes from the previously held Travel Control Board meeting of January 21, 2016, and Amanda Trimmer seconded the motion.

The committee members reviewed and discussed the Legislative Audit Commission travel exceptions quarterly report. The board discussed out of state travel noting there was limited activity, but many employees continued to submit vouchers for in-state travel.

Alexander Holmes discussed the Travel Update #16-03. Effective February 1, 2016, an employee traveling on State business may choose not to stay in a smoking room. In the event that the lowest-priced available room at a hotel is a smoking room, the employee will be deemed to have complied with all applicable travel rules and policies if he or she chooses the lowest-priced available non-smoking room. Amanda Trimmer moved to approve the motion and Linda Piccioli seconded the motion.

In other business, Jacqueline Price discussed the Post Out-of-State Reports letter that was previously sent to employees who had submitted travel requests for out-of-state travel. The report would be required by employees to be completed by employees upon returning from out-of-state travel to provide validation of their activities as work-related. The board decided to table the discussion of these reports until the next meeting, when Terri Coombes would be present.

Amanda Trimmer motioned to adjourn the meeting and Linda Piccioli seconded the motion.