

HIGHER EDUCATION TRAVEL CONTROL BOARD
February 27, 2019 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
Carla Harney, Southern Illinois University
Brent Rasmus, University of Illinois
Cheryl Webster, Western Illinois University

Absent:

Eric Cotton, Chicago State University
Tracy McFall, Northeastern Illinois University

Guests Present:

Kathleen Frossard-Fisher, Governors State University
Romel Spight, Governors State University
Rhonda Vail, Western Illinois University
Cathy Young, University of Illinois

Proceedings

- Paul McCann called the meeting to order at 9:41 am.
- Cathy Young conducted roll call. Eight members were present for video conference (2-ISU, 3-UIS, 2-UIUC, and 1-WIU). Paul asked for a motion to allow Andrea Middleton to attend via phone. A motion was made by Bruce Bennett and seconded by Carla Dietsch. Motion approved.
- Paul recognized guests from Governors State University, Western Illinois University and University of Illinois.
- The minutes for the October 24, 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 Debbie Bonnell, seconded by Sarah Robinson. Motion approved.

2nd Quarter Exceptions for FY19

Chicago State University – 2 exceptions for \$280.00

- **Line #1 in the amount of \$223.00 pulled for follow up**

Eastern Illinois University – 22 exceptions for \$619.18

Governors State University – 13 exceptions for \$2,122.81

Illinois Board of Higher Education – No exceptions to report

Illinois Community College Board – 1 exception for \$29.99

Illinois Math and Science Academy – 9 exceptions for \$836.62

- **Line #3 in the amount of \$289.00 pulled for follow up**

- **Line #9 in the amount of \$209.00 pulled for follow up**

Illinois Student Assistance Commission – 9 exceptions for \$986.70

Illinois State University – 70 exceptions for \$5,765.90

- **Line #16 in the amount of \$180.00 pulled for follow up**

Northeastern Illinois University – 8 exceptions for \$262.06

Northern Illinois University – 22 exceptions for \$1,823.54

Southern Illinois University Carbondale – 210 exceptions for \$16,455.94

Southern Illinois University Edwardsville – 55 exceptions for \$5,047.31

Southern Illinois University School of Medicine – 32 exceptions for \$2,132.91

State Universities Civil Service System – No exceptions to report

State Universities Retirement System – 35 exceptions for \$1,325.00

- **Line #1 in the amount of \$658.00 pulled for follow up**

University of Illinois at Chicago – 305 exceptions for \$54,268.88

- **Line #55 in the amount of \$99.00 pulled for follow up**

- **Line #59 in the amount of \$117.84 pulled for follow up**

- **Line #80 in the amount of \$279.86 pulled for follow up**

- **Line #171 in the amount of \$210.10 pulled for follow up**

- **Line #187 in the amount of \$305.60 pulled for follow up**

- **Line #188 in the amount of \$305.60 pulled for follow up**

- **Line #192 in the amount of \$340.79 pulled for follow up**

- **Line #199 in the amount of \$389.00 pulled for follow up**

- **Line #210 in the amount of \$1,176.40 pulled for follow up**

- **Line #211 in the amount of \$1,932.62 pulled for follow up**

- **Line #300 in the amount of \$822.90 pulled for follow up**

- **Line #301 in the amount of \$1,448.00 pulled for follow up**

- **Line #302 in the amount of \$1,534.92 pulled for follow up**

University of Illinois at Springfield – 28 exceptions for \$2,321.58

- **Line #23 in the amount of \$133.40 pulled for follow up**

University of Illinois at Urbana-Champaign – 1069 exceptions for \$149,461.50

- **Line #352 in the amount of \$109.99 pulled for follow up**

- **Line #402 in the amount of \$156.98 pulled for follow up**

- **Line #421 in the amount of \$200.10 pulled for follow up**

- **Line #456 in the amount of \$322.00 pulled for follow up**

- **Line #483 in the amount of \$738.36 pulled for follow up**

- **Line #653 in the amount of \$260.00 pulled for follow up**

- **Line #667 in the amount of \$337.20 pulled for follow up**

- **Line #828 in the amount of \$600.63 pulled for follow up**

- **Line #830 in the amount of \$618.00 pulled for follow up**

- **Line #837 in the amount of \$875.00 pulled for follow up**

- **Line #839 in the amount of \$915.00 pulled for follow up**

- **Line #928 in the amount of \$109.00 pulled for follow up**

- **Line #929 in the amount of \$110.00 pulled for follow up**

- **Line #966 in the amount of \$182.10 pulled for follow up**

- **Line #971 in the amount of \$193.00 pulled for follow up**

- **Line #972 in the amount of \$193.00 pulled for follow up**

- **Line #1010 in the amount of \$311.39 pulled for follow up**

- **Line #1059 in the amount of \$738.98 pulled for follow up**

- **Line #1060 in the amount of \$858.00 pulled for follow up**

University of Illinois – University Administration – 60 exceptions for \$5,126.66

Western Illinois University – 47 exceptions for \$2,022.20

Paul requested a motion to accept the exception reports as presented, excluding the exceptions pulled for follow up from Chicago State University, Illinois Math and Science Academy, Illinois State University, State Universities Retirement System, University of Illinois Chicago, University of Illinois Springfield, and

University of Illinois Urbana-Champaign. Motion made by Cheryl Webster. Debbie Bonnell seconded. Motion carried.

Other Business

III. Other Business

- New Board Members were welcomed
- Allowable expenses on a T-Card or P-Card
 - i. Request from NIU - Paul asked the Board who was using Travel cards besides University of Illinois. Western, Eastern and Governors State use P-Cards for travel expenses. Paul asked what types of travel expenses were allowed. Cheryl advised lodging, air, and rental cars but no business meals. Debbie asked if taxis and transportation were allowed and Cheryl said yes. Debbie asked how business meals were handled since they were not allowed. Cheryl advised they encourage use of P-card for travel but will reimburse for business meals. Brent offered to provide the U of I link to T-Card policy. Debbie asked how many FTE's everyone has to reconcile P-Card. Brent explained that reconciliation was handled at the department level at the U of I. Andrea advised that administrative staff sends P-card statements to each cardholder and is looking into putting all travel on a virtual card. Debbie asked how money is returned to the institution for expenses that were not allowed on the card. Andrea advised that GSU will reduce the amount of reimbursement to the traveler. Debbie asked if payroll deduction was ever an option and Andrea advised that it hasn't gone that far.
- Andrea asked how the other institutions handle seat assignments. Cheryl advised that Western will pay for seat assignments when proof is provided that it was the only option; if it was a choice then WIU will deduct the amount from the reimbursement. Paul reminded the Board that those policies are determined by each institution.
- Paul advised the mileage allowance rate increased to .58/mile but the Travel Regulation Council (TRC) does not want to follow the IRS rates so that will be discussed at future TRC meetings.
- Paul asked Carla Dietsch if we had complete compliance on ethics training. Carla advised that she was still working on a few members. Cathy will send Carla the contact information for the new board members. Brent asked what the timeline was and Carla advised December.
- Paul attended the state governors travel control board meeting in Dec. 2018 and advised that increasing the allowable hotel rate for downstate Illinois from \$60 was discussed. The TRC agreed to increase the downstate rate to \$70.00. The Hotel Lodging Association said the increase will open more rooms for state travel. The TRC will be sending out notification effective July 1, 2019. Cheryl and Brent thanked Paul for his assistance in getting this lodging increase passed.

Paul announced the next HETCB meeting is scheduled for Wednesday, April 24, 2019 at 9:30 am and asked for a motion to adjourn the meeting. Motion made by Carla Dietsch and seconded by Brent Rasmus.

Meeting adjourned at 10:43 am.

Submitted by Paul McCann, Chair