



Title: Travel	
Effective Date: November 1, 2006	Page 1 of 2

**A. Policy**

Given the size of the State of Illinois and the complexity of the ILEAS mission, occasionally it will be required that Governing/Regional Board members and contractors will have to travel on official ILEAS business. It is the policy of the ILEAS Governing Board that all authorized travel made pursuant to ILEAS business will be reimbursed in a fair, consistent and legal manner in conformance with State guidelines as outlined in the Travel Guide for State Employees as published by the Governor's Travel Control Board.

**B. Purpose**

The purpose of this document is to outline the ILEAS travel reimbursement policy.

**C. Procedure**

**1. Authorization**

- a) All ILEAS contractors, consultants and/or staff who qualify for reimbursable travel must have prior authorization from an Executive Officer or the Executive Director.
- b) All ILEAS Board Members' reimbursable travel must have prior authorization from an ILEAS Executive Officer.
- c) ILEAS will honor all present contracts with regard to travel reimbursement. It is the policy of ILEAS to develop contracts which minimizes ILEAS's responsibility with regard to contractor travel.
- d) All lodging costs shall be at the accepted State of Illinois rate as published by the Governor's Travel Control Board.

**2. Travel Reimbursement**

- a) All authorized travel reimbursements must be submitted to the ILEAS Executive Director within 60 days of occurrence and within 30 days of the end of the State fiscal year .
- b) Reimbursements for authorized travel will be made pursuant to State of Illinois and/or Federal guidance standards with regard to travel in accordance with the Travel Guide for State Employees as published by the Governor's Travel Control Board.

**3. Reimbursable Training/Planning Travel Restrictions for Local Agencies**

- a) When traveling pursuant to authorized training or for planning workshops and activities, ILEAS will direct bill for registration fees and hotels. ILEAS will not pay for per diem or travel costs (i.e., mileage). Any other incidental cost must be approved by ILEAS prior to its expenditure. For purposes of this section, authorized training is training that has been determined to be overtime/backfill reimbursable by the Board.
- b) ILEAS will not reimburse individuals or agencies for lodging for training. All lodging arrangements will be made by the ILEAS Administrative Office. Any exception to this general rule must have prior approval from the ILEAS Executive Director.

President Signature:	Vice-President Signature:
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**4. Governing Board Meetings**

- a) ILEAS will pay for required lodging for Governing and Regional Board members, those with prior approval and invited guests or members of ILEAS standing committees with business before the Board, for regular or special Board meetings. Others who are invited to attend must provide their own rooms and pay their own costs.
- b) ILEAS is responsible only for government-rate lodging. Any costs over and above that (i.e., room service, movies, internet access, telephone, etc.) are the responsibility of the occupant.
- c) Meals may be provided by ILEAS during working meetings. ILEAS requires a signed roster of attendees and a meeting agenda in order to provide meals under such circumstances.

**5. Illinois Terrorism Task Force Training Committee**

If a travel issue arises that is not covered by this policy, ILEAS shall rely on the governance of the Illinois Terrorism Task Force Training Committee travel policy. Failing that, the ILEAS Governing Board President shall determine the eligibility of an expense.

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