**Section 2900.10 Authority, Philosophy and Definitions**

a) Authority

1) This Part is promulgated under the authority vested in the Higher Education Travel Control Board by Section 12-1(a)(3) of the State Finance Act [30 ILCS 105]. Nothing in this Part shall be construed to conflict with or replace the Travel Regulation Council Rules (80 Ill. Adm. Code 3000) unless it conflicts with federal law.

2) The Board shall have jurisdiction over travel of the Board of Higher Education, the Board of Trustees of the University of Illinois, the Board of Trustees of Southern Illinois University, the Board of Trustees of Chicago State University, the Board of Trustees of Eastern Illinois University, the Board of Trustees of Governors State University, the Board of Trustees of Illinois State University, the Board of Trustees of Northeastern Illinois University, the Board of Trustees of Northern Illinois University, the Board of Trustees of Western Illinois University, the Illinois Community College Board, the Illinois Student Assistance Commission, the State Universities Retirement System, the University Civil Service Merit Board, the Board of Trustees of the Illinois Mathematics and Science Academy, and all employees of the named Agencies and of the institutions governed or maintained by the named Boards.

b) Philosophy

The Higher Education Travel Control Board believes first and foremost that State employees are honest individuals and that claims for reimbursement are made in all good faith. The Board is therefore obliged to deal fairly with institutions and individuals in carrying out its responsibilities.

c) Definitions

"Act" means the State Finance Act [30 ILCS 105].

"Agency" means any of the boards, commission or system named in subsection (a)(2).

"Agency Head" means the chief executive officer of an Agency or a designated representative. Representatives must be authorized by the Agency head and must be on file with the Office of the Comptroller. Filing of the Signature Authorization Card (SCO-95) shall constitute authorization.

"Commuting Mileage" means the actual round trip mileage between residence and headquarters.

"Designated Deputy" means an individual designated by a member of the Board, and approved by the appointing authority, to serve in the member's stead at any or all Board meetings.

"GSA" means the: Federal General Services Administration

"Headquarters" means:

The official headquarters of an Agency employee is generally the primary post of duty or official station in a specified location, the limits of which are no broader than the corporate limits of the city or town in which the employee is stationed, or may be a defined geographical area.

In the case of an employee whose duties require travel almost every working day, the official headquarters may be the employee's place of residence.

In those instances in which an employee's official headquarters is a location other than that at which official duties require the spending of the largest part of working time, the Agency shall be responsible for maintaining adequate records to support these exceptions. In all such instances, the Agencies shall comply with reporting requirements of Section 12-3 of the Act.

The official headquarters for members of the Agencies covered by this Part shall be the residences of the members.

"Board" means the Higher Education Travel Control Board. In accordance with Section 12-1(a)(3) of the Act, the Higher Education Travel Control Board consists of 11 members, one appointed by each of the following: the Board of Trustees of the University of Illinois, the Board of Trustees of Southern Illinois University, the Board of Trustees of Chicago State University, the Board of Trustees of Eastern Illinois University, the Board of Trustees of Illinois State University, the Board of Trustees Northeastern Illinois University, the Board of Trustees of Northern Illinois University, the Board of Trustees of Western Illinois University, the Board of Trustees of Governors State University, the Illinois Community College Board, and the Illinois Board of Higher Education. Each member shall be an officer, member or employee of the board making the appointment, or of an institution governed or maintained by that board. Any chairman or member of the Board, with the consent of the respective appointing official, may designate a deputy to serve in his or her place at any or all meetings of the Board. The designation shall be in writing and directed to the chairman of the Board.

"Member" means an individual appointed under subsection (c)(1) or that individual's duly appointed and approved designated deputy.

"Public Building" means any building or portion of a building owned or leased by any public body.

"Travel Control Board" means those boards created by Section 12-1(a) of the State Finance Act.

"Council" or "TRC" means the Travel Regulation Council created by Section 12-2 of the Act that consists of the Chairmen or designee of each of the Travel Control Boards created by Section 12-1 of the Act.

"Travel Regulations" means this Part, the Travel Regulation Council rules at 80 Ill. Adm. Code 3000 and 41 CFR 300 through 304.

"Travel Through Headquarters" means any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

(Source: Amended at 48 Ill. Reg. 3427, effective February 23, 2024)