**Section 2900.60 Allowable Transportation Expenses**

a) Allowable Expenses

1) Transportation may include fares and expenses incidental to transportation, such as baggage transfer, official telephone messages in connection with items classed as transportation and reasonable tips.

2) Reimbursement for taxicab fares incurred in the efficient and economical pursuit of the Agency's business will be allowed. All taxicab fares in excess of $10 shall be accompanied by a receipt indicating the amount paid.

3) When the nature and location of the work at a temporary duty station are such that suitable meals cannot be procured there, the expenses of daily travel required to procure meals at the nearest available place shall be considered necessary transportation. A statement of the necessity for this daily travel shall accompany the travel voucher.

4) Transportation between place of lodging and place of business at a temporary duty station shall be allowed as a transportation expense.

5) Reimbursement of expenses between the residence and the official headquarters of any individual subject to this Part shall not be allowed.

b) Routing of Travel

All travel shall be by the most direct route. Travel by other routes may be allowed when the necessity of that route is satisfactorily established by the Agency. The responsibility of insuring use of the most direct routes of travel possible, and for allowing use of other routes under certain circumstances, belongs with each individual Agency. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be determined using the Illinois Highway Map published by the Illinois Department of Transportation and odometer readings when mileage is not available on the Highway Map. Mileage in and around a city of destination may be claimed.

c) Mode of Travel

1) All travel shall be by the most economical mode of transportation available, considering travel time, costs, number of persons traveling together and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.

2) State vehicles shall be used when most economical. When applicable, State Vehicles and Garage administrative rules (see 44 Ill. Adm. Code 5040) issued by the Department of Central Management Services shall govern the use of State-owned vehicles. Agency rules further defining use of vehicles may also apply. Specific instructions covering services and repairs of these vehicles are to be found in the glove compartment of each vehicle.

d) Accommodations on Transportation Conveyances

1) Airplane Accommodations

A) Travel on airplane shall ordinarily be coach class.

B) Reimbursement for first-class or business-class accommodations on commercial air carriers shall be explained on the travel voucher and shall be permitted when any one of the following conditions exists:

i) Regularly scheduled flights between authorized origin and destination points provide only first-class or business-class accommodations.

ii) Space is not available in less-than-first-class or business- class accommodations in time to carry out the purpose of the travel. Confirmation from the flight selected showing no available alternatives at the time of booking and shall be supplied to each university's Department of University Payables, or similar department with the responsibility to process and remit payment for travel expenses, and must be retained in that unit's records. An example confirmation may include a copy of the seating chart showing available seats or documentation from the carrier noting availability.

iii) An Agency authorizes or approves the use of first-class or business-class accommodations as necessary for the conduct of the mission or for reasons of the traveler's health.

iv) An Agency Head or Dean authorizes the use of business-class accommodations when the flight meets the criteria established under 41 CFR 301-10.125.

C) Seat Selection. An agency Department Head or Dean may authorize expenditures for seat selection as necessary for the conduct of the mission or for reasons of the traveler's health.

D) Documentation of all authorized accommodations must accompany the travel voucher, and supporting documentation must be retained in the University Payables' records.

2) Arrangements on airplanes, trains or boats shall be the least costly reasonably available alternative.

3) Chartered aircraft, boats, trains, buses or such other conveyance shall be used only as a last resort or if proven to be most economical for the circumstances. A full explanation for the use of such transportation must accompany the voucher.

4) The rental of an auto while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. Optional insurance on rented vehicles is not reimbursable. Fuel service options may be reimbursed on a pro-rated basis.

e) Use of Privately Owned Vehicles

1) Privately owned vehicles may be used when authorized by appropriate Agency personnel. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5]. Prior to authorization to use a privately owned vehicle the Agency head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require these certifications to be noted on the travel voucher.

2) When an individual rendering service to the Agency uses privately owned vehicles in the conduct of official business outside official headquarters and that use is authorized or approved by the Agency's authorized representative as being advantageous to the Agency, payment shall be made on a mileage basis and shall be in accordance with *the maximum rates established by the federal government for travel expenses, subsistence expenses, and mileage allowances under 5 U.S.C. Subchapter I and* 41 CFR 300 through 304. (Section 12-2(f) of the Act) The current rates can be found at https://www.gsa.gov/travel. In the event the rate set under federal regulations increases or decreases during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate.

3) Reimbursement for the cost of vehicle parking fees and bridge, road and tunnel tolls shall be allowed. All fees or tolls in excess of $10 shall be accompanied by a receipt indicating the amount paid.

4) When the use of public transportation is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, taking into account both transportation, time and per diem expenses, would be less if public transportation were used.

5) Mileage will be payable to only one of 2 or more individuals traveling in the same vehicle. The names of the individuals and their respective employing Agencies shall be stated on the travel voucher.

6) Use by an employee of privately owned aircraft on State business is governed by 80 Ill. Adm. Code 3000.300(g).

f) Travel Through Headquarters

1) Examples of reimbursable mileage expenses are as follows:

A) Residence − Lincoln/Headquarters − Springfield. Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not through headquarters.

B) Residence − Lincoln/Headquarters − Springfield. Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

C) Residence − Carbondale/Headquarters − Marion. Employee drives from residence to headquarters. Later, employee drives from headquarters to Anna and back to residence. Reimbursement is for all mileage in excess of commuting mileage.

D) Residence − Evanston/Headquarters − Chicago. Employee drives from residence to McCormick Place for an event. After the event, the employee drives to headquarters, then to residence. Reimbursement is for all mileage in excess of commuting mileage because the travel was through headquarters.

E) Residence − Chicago/Headquarters − Chicago. Employee normally commutes to work by train. However, in order to attend a meeting at another location, the employee drives from residence to headquarters, then to the meeting location, then returns to headquarters and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The fact that the employee normally rides the train to work has no effect on determining reimbursement.

2) As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Meals, lodging and per diem are not reimbursable at headquarters or at residence.

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