**Section 2900.75 Employee Owned or Controlled Housing**

a) State employees on travel status may stay in employee owned or controlled (rented, leased, etc.) property, including motor homes, and shall be reimbursed, upon request for the cost of lodging not to exceed 75% of the applicable lodging rate per day. Lodging reimbursement shall not exceed the mortgage, installment or rental payment made by the employee. The monthly mortgage, installment or rental payment may not exceed $960 in the city of Chicago, $700 in suburban Cook County or Lake, McHenry, Kane, Will or DuPage County, and $550 in the 96 downstate counties. The total reimbursement for the fiscal year shall not exceed the mortgage, installment or rental total of that fiscal year. Exceptions to the monthly mortgage, installment or rental payment allowed may be granted by the Board upon written request from the Agency head. Once that amount is reached, further lodging reimbursement shall not be given for travel to the city or work site containing the employee owned or controlled housing. Each Agency shall monitor expenses to ensure compliance with travel regulations and shall report to the Board when the maximum reimbursement is reached. Agencies shall report quarterly to the Board fiscal year to date expenses of employees receiving reimbursement under this provision. Prior to receiving reimbursement, a statement giving the address of the property, mortgage, installment or rental payment and distance from the work site must be filed with the Board. This option is available only if it is proven to be the least costly alternative.

(Source: Added at 32 Ill. Reg. 4784, effective April 4, 2008)