

ILLINOIS STATE POLICE

ADM-012, TRAVEL REGULATIONS

RESCINDS: ADM-012, 2022-008, revised 02-01-2022.	REVISED: 10-10-2023 2023-169
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS (6th Edition): 33.1.3, 33.6.1, 33.8.4

I. POLICY

The Illinois State Police (ISP) will reimburse employees for expenses incurred during authorized travel provided all reimbursement is allowable within the travel regulations established by the Governor's Travel Control Board and the Department.

II. RESPONSIBILITY

II.A. The Office of Finance (OOF) is responsible for:

II.A.1. Coordinating travel procedures and exceptions with the ISP and the Travel Control Board

II.A.2. Assuring travel reimbursement is made in accordance with state and internal travel rules and regulations

II.B. Employees submitting travel vouchers and travel requests are responsible for their accuracy. Any fraudulent representation will be sufficient cause for disciplinary or legal action.

III. PROCEDURES

III.A. The OOF will provide travel guidelines to agency personnel. Information will be provided through:

III.A.1. The Travel Guide for State of Illinois Employees, prepared by the Governor's Travel Control Board, Department of Central Management Services, available online at <http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.

III.A.2. The Manual for Preparing Travel Voucher C-10, Form ISP 1-277, located in the ISP document library.

III.A.3. The OOF intranet site, <https://isp.portal.illinois.gov/directors%20office/Finance/SitePages/Home.aspx>.

III.B. Travel Credit Cards

III.B.1. The OOF will administer the ISP centrally billed travel credit cards. The ISP Chief Financial Officer will oversee the use of all cards. All cards will be billed to one account maintained by the OOF.

III.B.2. Travel cards will be issued to the Director and First Deputy Director (FDD). Additional cards may be issued with sufficient justification given to the ISP Chief Financial Officer and with the approval of the Office of the Director (OOD).

III.B.2.a. The Director, FDD, and other personnel issued a travel credit card may authorize ISP employees under their respective command to utilize the cards for approved travel.

III.B.2.b. Each Division/Bureau assigned a travel credit card will identify one point of contact, a Credit Card Manager, to collect receipts and documents necessary to justify expenses. Credit Card Managers will be responsible for tracking travel expenditures on the cards and ensuring sufficient documentation is provided to the OOF.

III.B.3. Only expenses allowable on a State of Illinois Travel Voucher and/or reimbursed through a travel appropriation may be charged to the card.

- III.B.3.a. It is the responsibility of all employees who travel to be aware of current travel regulations. The current Governor's Travel Control Board rules and guidelines can be found at <https://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.
- III.B.3.b. Charges requiring an exception, unless approved by the Travel Control Board in advance, must be paid directly by the traveler. The traveler can then request reimbursement through the travel voucher process.
- III.B.3.c. Charges for unapproved purposes will result in the immediate cancellation of the travel credit card. Any charges for unallowable or unapproved costs must be paid directly by the employee who made the charge. Process for payment will be established by the OOF.
- III.B.4. Each Credit Card Manager is responsible for ensuring required documentation and receipts for each charge are logged and submitted to the OOF as soon as practical after the conclusion of travel, but no later than five business-days after notification to the cardholder by the OOF of the monthly statement. Required documentation includes:
 - III.B.4.a. Receipt
 - III.B.4.b. Name of traveler
 - III.B.4.c. Purpose of travel
 - III.B.4.d. Destination of travel
 - III.B.4.e. Note if hotel is at the conference site, if applicable
- NOTE:** The format for providing documentation to the OOF will be prescribed by the OOF.
- III.B.5. When a card's credit limit has been reached, the ISP will be unable to charge additional expenses until payment has been made. Travelers will be required to follow the reimbursement process until the card becomes available for use again.
- III.B.6. Any exceptions to the above guidance must be approved in advance by the OOF.
- III.B.7. Failure to comply with this directive will result in the cancellation of the travel credit card.
- III.C. Out-of-State travel requests will be submitted to the OOD for approval no less than 45 calendar-days prior to the beginning travel date.
 - III.C.1. Each Deputy Director will appoint a Division Travel Coordinator for travel requests.
 - III.C.1.a. Division Travel Coordinators will receive training from the OOD.
 - III.C.1.b. The Division Travel Coordinator will ensure out-of-state travel requests comply with the 45 calendar-day requirement.
 - III.C.2. Late requests may be denied by the OOD.
 - III.C.3. Exemptions to the 45 calendar-day rule may be granted with approval by the OOD, the Governor's Office of Management and Budget (GOMB), and the Governor's Travel Control Board.
- III.D. Travel Vouchers
 - III.D.1. Each travel voucher is limited to trips that occur in the same calendar-month.
 - III.D.1.a. If multiple trips by the same individual are listed on a single voucher, all trips on a travel voucher must have ending service dates in the same calendar-month.
 - III.D.1.b. If multiple trips by the same individual are listed on a single voucher, any trip that crosses over a month must be included on the next month's travel voucher.
 - III.D.2. Travel vouchers and required documentation must be submitted and approved by the traveler's supervisor within 60 calendar-days of the completion of travel.

- III.D.3. Travel reimbursed by other entities must comply with that organization's travel regulations. The ISP will not reimburse travel expenses if travel had been requested and approved with the provision that the expenses will be reimbursed by another entity.

| Indicates new or revised items.

-End of Directive-