

**ILLINOIS STATE POLICE  
ADM-012, TRAVEL REGULATIONS**

|  |   |
|--|---|
| <b>RESCINDS:</b><br>ADM-012, 2013-044, revised 04-24-2013. | <b>REVISED:</b><br>10-04-2016 <b>2016-029</b> |
| <b>RELATED DOCUMENTS:</b><br>None                          | <b>RELATED CALEA STANDARDS:</b><br>33.1.3     |

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 Fiscal Management Bureau (FMB) 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

The FMB will provide travel guidelines to agency personnel. Information will be provided through:

III.A. 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.B. The Manual for Preparing Travel Voucher C-10 located in the document library at <http://maphome/documentlibrary/docdetails.cfm?DocID=1087>

III.C. Fiscal Bulletin(s) located at <http://home.statepolice.il/ofb/index2.htm>

III.D. The Fiscal website <http://home.statepolice.il/ofb/index.htm>

| Indicates new or revised items.

**-End of Directive-**