

11 RESOURCES

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Attachment O

**TRAVEL INFORMATION
FOR
PUBLIC OFFICIALS AND EMPLOYEES**

**Complete information for travel rules and regulations can be found in
“A Travel Guide for State of Illinois Employees, FY2017” at:**

<https://www.illinois.gov/cms/employees/travel/pages/default.aspx>

Following is a Reimbursement Schedule from the guide covering auto mileage, per diem/meals, and lodging. For more information or guidance, please contact Authority Travel Coordinator Rosalie Castillo at 312-793-8550 or rosalie.castillo@illinois.gov.

Section 2800.Appendix A**Reimbursement Schedule**

The following rates are effective for Agencies under the jurisdiction of the Board.

Type of Reimbursement	Rate
<u>Mileage</u>	
Auto	\$0.54/mile (effective January 1, 2016) (see section 3000.300(f)(2) of the Travel Regulation Council Rules)
<u>Per Diem/Meals</u>	
Within the State of Illinois	
Breakfast	\$ 5.50
Lunch	\$ 5.50
Dinner	\$ 17.00
Per Diem -- Quarter	\$ 7.00
Per Diem -- Day	\$ 28.00
Outside the State of Illinois	
Breakfast	\$ 6.50
Lunch	\$ 6.50
Dinner	\$19.00
Per Diem -- Quarter	\$ 8.00
Per Diem -- Day	\$ 32.00
<u>Lodging</u>	
Chicago Metro	Federal Rate *
Suburban Cook County	\$132.00
Counties of DuPage, Kane, Lake, McHenry and Will	\$80.00
Downstate Illinois	
Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago	\$70.00
All other counties	\$60.00

Out-of-State

District of Columbia (includes the cities of Alexandria, Falls Church, and Fairfax, the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)

(See Section 3000.400(b) of the Travel Regulation Council Rules and Travel Update 07-03 for Clarification) *

New York City (includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties)

\$110.00

All other out-of-state locations

\$90.00

Out-of-Country

Actual Reasonable

* The maximum reimbursement rate in Cook County and in the District of Columbia is equal to the rate established by the federal government. However, hotels in Suburban Cook County (on the Preferred Hotel Listing) have agreed to offer state employees rates of \$132.00 or less for Fiscal Year 2017. Hotels in the Chicago Metro area will utilize the Federal General Services Administration rate which fluctuates. When making reservations in the Chicago Metro Area Employees should always attempt to obtain a room at or below the rate listed for the time period at www.gsa.gov.