

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE I: GENERAL TRAVEL CONTROL
CHAPTER IV: TRAVEL REGULATION COUNCIL

PART 3000
THE TRAVEL REGULATION COUNCIL

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61 3000.APPENDIX A Reimbursement Schedule

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63 AUTHORITY: Implementing and authorized by Sections 12-1, 12-2 and 12-3 of the State
64 Finance Act [30 ILCS 105].

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66 SOURCE: Emergency rules adopted at 10 Ill. Reg. 12697, effective July 2, 1986, for a
67 maximum of 150 days; adopted at 10 Ill. Reg. 18188, effective January 1, 1987; peremptory
68 amendment at 11 Ill. Reg. 14854, effective August 25, 1987; amended at 12 Ill. Reg. 11626,
69 effective July 1, 1988; amended at 14 Ill. Reg. 10014, effective July 1, 1990; amended at 19 Ill.
70 Reg. 7852, effective July 1, 1995; amended at 20 Ill. Reg. 7372, effective May 13, 1996;
71 amended at 20 Ill. Reg. 9025, effective July 1, 1996; amended at 21 Ill. Reg. 8899, effective July
72 1, 1997; amended at 22 Ill. Reg. 11713, effective July 1, 1998; emergency amendment at 23 Ill.
73 Reg. 11332, effective August 27, 1999, for a maximum of 150 days; amended at 24 Ill. Reg. 245,
74 effective December 27, 1999; emergency amendment at 24 Ill. Reg. 861, effective January 1,
75 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 1908, effective January 2, 2000;
76 amended at 24 Ill. Reg. 7737, effective May 9, 2000; amended at 26 Ill. Reg. 14985, effective
77 October 8, 2002; emergency amendment at 27 Ill. Reg. 557, effective January 1, 2003, for a
78 maximum of 150 days; amended at 27 Ill. Reg. 8551, effective May 12, 2003; amended at 27 Ill.
79 Reg. 9990, effective July 1, 2003; amended at 37 Ill. Reg. 4383, effective March 22, 2013;
80 amended at 43 Ill. Reg. 7447, effective July 1, 2019; amended at 47 Ill. Reg. 1660, effective
81 January 20, 2023; amended at 48 Ill. Reg. 2844, effective February 6, 2024; amended at 49 Ill.
82 Reg. _____, effective _____.

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84 SUBPART E: PER DIEM-MEALS

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86 Section 3000.500 Per Diem Allowance

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- a) The per diem allowances shall be in accordance with the rates promulgated pursuant to 5 U.S.C. 5702(a)(1)(A). As provided for in the Act, *if the rates set under federal regulations increase or decrease 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.* [30 ILCS 105/12-2(f)]
- b) Per diem shall be paid for travel which includes overnight lodging or is ~~12~~¹⁸ or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance. First and last day of travel shall be at the rates provided for in accordance with subsection (a).
- c) The location for computing per~~Per~~ diem shall be based on the location at which State business is conducted or the stopover point while on travel status~~quarter system for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., Noon, and 6:00 p.m. The traveler shall be allowed one fourth of the allowance for each period of 6 hours or fraction thereof.~~ For travel which does not require lodging, the rate is the rate applicable for the location at which State business is conducted. For single day travel during which business is conducted at multiple locations, the rate is the highest rate of the business locations.
 - 1) Example 1: An employee is traveling to Springfield from Chicago. Business is conducted in Springfield, then the employee returns to Chicago the same day. The rate will be the first and last day travel rate for Springfield.
 - 2) Example 2: An employee is traveling from Springfield to East St. Louis. Business is conducted in East St. Louis. The employee then travels to Marion and conducts business there. The employee then travels back to Springfield. The rate is based on East St. Louis, since that is the higher per diem, and the first and last day of travel rate would apply.
 - 3) Example 3: An employee travels for Chicago from Springfield. Business is conducted in Chicago. The employee stays overnight in Chicago and travels back to Springfield the next day. The rate is for Chicago both days, and the first and last day of travel rate would apply for both days of travel.
- d) Meal allowance and per diem may not be mixed on the same ~~trip or~~ day.

(Source: Amended at 49 Ill. Reg. _____, effective _____)