**Section 1.80 Travel Expenses**

Costs in accordance with the State of Illinois Department of Central Management Services Travel Regulations (80 Ill. Adm. Code 2800) or travel policies set forth in the Grantee's approved budget are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business related to the state/federal grant program. If the State of Illinois Travel Regulations are not followed by the Grantee, the Grantee must have on file its travel policy for reference by the Department, the Attorney General of the State of Illinois, the Auditor General of the State of Illinois, the Comptroller of the State of Illinois, Comptroller General of the United States, or any of their duly authorized representatives. The Grantee must retain receipts on file as source documentation for travel expenses of its employees.

(Source: Amended at 11 Ill. Reg. 5920, effective March 19, 1987)