



Illinois State Board of Education

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James T. Meeks
Chairman

Tony Smith, Ph.D.
State Superintendent of Education

MEMORANDUM

TO: Education for Employment System Directors

FROM: Dora Welker
Division Administrator
College and Career Readiness

DATE: December 29, 2015

RE: January 1, 2016 Travel Regulations - Update

As you are aware, your travel is governed by Travel Regulations established by the State Board of Education pursuant to Chapter 127, Paragraph 148-1, of the Revised Statutes. Individuals traveling under the jurisdiction of the State Board's travel regulations are reimbursed for expenditures per the "allowed maximums" described in the January 1, 1987 Travel Regulations, amended March 22, 2013, as follows:

Mileage 54.0 cents per mile

Per Diem \$28 (in-state) or \$32 (out-of-state) per day if day exceeds 18 hours or when a night's lodging is required. For days of less than 18 hours or when a night's lodging is not required, the maximum amounts per meal are:

WITHIN ILLINOIS ILLINOIS

OUTSIDE

MEALS

Breakfast - \$ 5.50
Lunch - 0.00
Dinner - 17.00

Breakfast - \$ 6.50
Lunch - 6.50
Dinner - 19.00

PER DIEM

Quarter - 7.00
Day - 28.00

Quarter - 8.00
Day - 32.00

Lodging

<u>Chicago and Cook County</u>	\$130 + tax
<u>Chicago Metro</u> (Counties of DuPage, Kane, Lake, McHenry, and Will)	\$80 + tax
<u>Downstate Metro</u> (Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, Rock Island, St. Clair, Sangamon, Tazewell, and Winnebago)	\$70 + tax
<u>Downstate Illinois</u>	\$60 + tax
<u>Out-of-State</u>	
Washington D.C. (Includes the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland)	\$118 + tax
New York City (Includes the boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island: Nassau and Suffolk Counties)	\$110 + tax
All Other Locations	\$90 + tax
Out-of-Country	Actual Reasonable

If you have questions, please contact the College and Career Readiness Division at 217-524-4832. Thank you for your cooperation.