



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

James P. Sledge, Director

## Governor's Travel Control Board Travel Update

TO: Agency Travel Coordinators

FROM: James P. Sledge, Chairman 

DATE: August 3, 2009

SUBJECT: Airline Baggage Fees

#10-03

Section 3000.600 (a) of the Travel Rules entitled ***Reimbursable and Nonreimbursable Expenses*** states that ***a) The cost of business related special expenses, if reasonable shall be reimbursable.*** In reviewing this rule, the Governor's Travel Control Board has determined that the expense incurred to check one piece of luggage per flight when traveling on official State of Illinois business is reasonable and would not require an exception in order to claim reimbursement. Employees who incur fees due to checking more than one piece of luggage per flight or checking baggage that is over the airline's weight limits are still required to request that their Agency Head submit a letter of exception to the Board. These requests will be considered on a case by case basis.