

**ATTORNEY GENERAL TRAVEL CONTROL BOARD  
MINUTES  
QUARTERLY MEETING  
500 South 2<sup>nd</sup> Street, Springfield, IL 62701  
Video Conference Room  
Tuesday, March 5, 2019**

The Attorney General's Travel Control Board meeting was called to order at 2:00 p.m. by Chairman Tad Huskey. In attendance was Board member Melissa Mahoney. Chief Internal Auditor Jay Wagner was present as an observer. Advance notice of the meeting was posted at 500 S. 2<sup>nd</sup> St. in Springfield by Tad Huskey, at 100 W. Randolph in Chicago by Mary Jordan, and on the OAG website.

The minutes from the previous meeting held on October 9, 2018, were reviewed and approved.

The Board had no old business to discuss.

Under new business, the exception list for FY19 Q2 was reviewed and discussed. The list was approved and the Board was in agreement with these filings.

The Board also discussed finalizing updates to Article 5 of the Office's policies and procedures manual, which relate to travel. The Board finalized updates to Article 5.

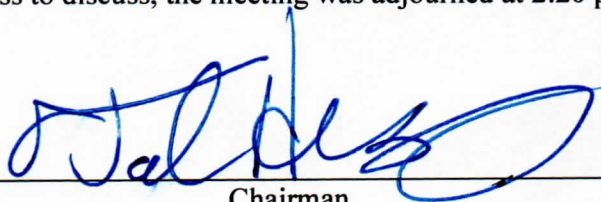
The Board also discussed how to process late travel vouchers. The Board agreed that Accounting would keep a list of employees who have submitted late travel vouchers and would provide warnings to employees as late travel vouchers come in.

Finally, the Board discussed the changes to the State's lodging rates effective July 1, 2019.

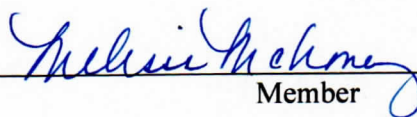
There was no other new business discussed.

The Board agreed the next TCB meeting date would be in June 2019 at 500 South 2<sup>nd</sup> Street, Springfield, IL.

Having no further business to discuss, the meeting was adjourned at 2:20 p.m.

  
\_\_\_\_\_

Chairman

  
\_\_\_\_\_

Member