

**ILLINOIS STATE POLICE
ADM-012, TRAVEL REGULATIONS**

RESCINDS: ADM-012, 2016-029, revised 10-04-2016.	REVISED: 02-01-2022 2022-008
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS (6th Edition): 33.1.3

I. POLICY

The Illinois State Police (ISP) will reimburse employees for expenses incurred during authorized travel provided all reimbursement is allowable within the travel regulations established by the Governor's Travel Control Board and the Department.

II. RESPONSIBILITY

II.A. The Office of Finance (OOF) is responsible for:

II.A.1. Coordinating travel procedures and exceptions with the ISP and the Travel Control Board

II.A.2. Assuring travel reimbursement is made in accordance with state and internal travel rules and regulations

II.B. Employees submitting travel vouchers and travel requests are responsible for their accuracy. Any fraudulent representation will be sufficient cause for disciplinary or legal action.

III. PROCEDURES

The OOF will provide travel guidelines to agency personnel. Information will be provided through:

III.A. The Travel Guide for State of Illinois Employees, prepared by the Governor's Travel Control Board, Department of Central Management Services, available online at <http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>

III.B. The Manual for Preparing Travel Voucher C-10 located in the document library at <https://isp.portal.illinois.gov/generalinfo/Lists/Document%20Library/Attachments/884/1-277%208-21.pdf>.

III.C. The Fiscal intranet site <https://isp.portal.illinois.gov/directors%20office/Finance/SitePages/Home.aspx>.

| Indicates new or revised items.

-End of Directive-