

**ATTORNEY GENERAL TRAVEL CONTROL BOARD
MINUTES
QUARTERLY MEETING
500 South 2nd Street, Springfield, IL 62706
Room 230
Thursday, January 7, 2016**

The Attorney General's Travel Control Board meeting was called to order at 2:01 p.m. by Chairman Dave Boots. 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. 2nd St. in Springfield by Dave Boots, at 100 W. Randolph in Chicago by Mary Jordan, and on the OAG website.

The minutes from the previous meeting held on October 8, 2015, were reviewed and approved.

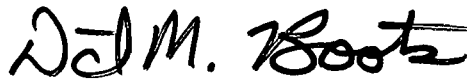
Under new business, the Lodging exception list for the second quarter of FY16 was reviewed and discussed. The list was approved and the Board was in agreement with this filing. In addition, the headquarters report was reviewed and approved for the second half of 2015.

The payment of fees assessed by travel agencies when flights are changed was discussed. The Comptroller's Office recently indicated these payments needed to be marked as exceptions since under current OAG travel policy non-reimbursable expenses include no-shows for prepaid expenses, which these would be considered similar. Since most of these changes are unavoidable given the nature of court cases, it was agreed these justifiable charges would be handled as exceptions and considered approved by the Board.

There was no other new business discussed.

The Board agreed on the next TCB meeting date. It will be April 7, 2016, at 2 pm in room 230, 500 South 2nd Street, Springfield, IL.

Having no further business to discuss, the meeting was adjourned at 2:05 p.m.



Chairman



Member