



# Illinois Department of Transportation

## Memorandum

To: Directors, Regional Engineers, and Bureau Chiefs

From: Becky Koehler, Bureau Chief, Personnel Management *Becky Koehler*

Subject: Travel Notice – Travel Reimbursement Schedule – January 1, 2024

Date: December 5, 2023

The Department has been advised by the Governor’s Travel Control Board (GTCB) that effective January 1, 2024, State travel reimbursement rates for lodging and mileage for automobile travel, as well as allowances for meals and per diem, shall be set at the maximum rates established by the federal government for travel expenses, subsistence expenses, and mileage allowances under 5 U.S.C. 5701 through 5711.

### Lodging – For Travel After January 1, 2024

	2024								
County	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Will	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113	\$113
Cook / Lake	\$146	\$146	\$146	\$216	\$216	\$216	\$213	\$213	\$233
St. Clair	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
DuPage	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114	\$114
Applies for all locations without specified rates	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107

Note – The Federal Lodging rates referenced above are the maximum lodging rates allowed by the General Services Administration for the balance of the Federal Fiscal Year which ends in September. Some Preferred Hotels may be contracted with the GTCB at a lower rate.

### Meal or Per Diem Reimbursement – For Travel after January 1, 2024

Primary Destination, by County	MEALS:			OR PER DIEM:	
	Breakfast	Lunch	Dinner	Per Quarter	Per Day
Cook / Lake	\$18	\$20	\$36	\$18.50	\$74
St. Clair, DuPage, Will	\$14	\$16	\$29	\$14.75	\$59
All other Illinois counties	\$13	\$15	\$26	\$13.50	\$54

Please contact [DOT.AgencyTravelCoordinator@illinois.gov](mailto:DOT.AgencyTravelCoordinator@illinois.gov) for Lodging, Per Diem, and Meal Allowance rates outside the State of Illinois.

**Meal Allowances** may be awarded when Travel Status is less than 18 continuous hours in length. Specifically, an employee must be on travel status, work at least 10 consecutive hours, and work at least two hours prior to or past their regular workday to be eligible for a meal allowance.

For an employee to be eligible for a breakfast reimbursement, the employee must be on travel status, work 10 consecutive hours and leave headquarters or residence (if reporting directly to the destination) two hours prior to the start of the employee's regular workday.

For an employee to be eligible for a dinner reimbursement, the employee must be on travel status, work 10 consecutive hours and arrive back at headquarters or residence (if reporting directly from destination) at least two hours following the end of the employee's regular workday.

For employees commencing travel after the close of business, dinner is allowable if travel commences within 1.5 hours after the end of the employee's regular workday, but only in the event that the employee is not eligible for per diem.

**Lunch is not a reimbursable expense.** The value provided in the table is for subtraction purposes only when it is provided by a third party (e.g., at a conference.)

**Per Diem** may be awarded when Travel Status is equal to or greater than 18 continuous hours in length or lodging is involved.

**Meal Allowance and Per Diem may not be mixed on the same trip or day.**

Please distribute this Travel Notice to all employees in your Office, District, or Bureau.

If you have travel questions, please contact Steven Phillips, Agency Travel Coordinator at [DOT.AgencyTravelCoordinator@illinois.gov](mailto:DOT.AgencyTravelCoordinator@illinois.gov) .

cc: Administrative Managers